



ARMY REGULATIONS, INDIA

. . . VOLUME II



REGULATIONS AND ORDERS FOR THE ARMY



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## Definitions.

In these rules unless inconsistent with the context :—

**Brigade Commander**—Includes the Divisional Commander in the case of units and stations directly under Divisional Head Quarters

**Company**—Means company, half squadron, or battery

**Conduct sheet**—Means squadron, troop, battery, or company conduct sheet.

**Double Company**—Includes squadron, or battery, and double company commander includes squadron, or battery commander

**Divisional Commander**—Includes the Officer Commanding an independent brigade

**European parentage**—Means a person whose father and maternal grandfather, or whose mother and paternal grandfather were of pure European origin, or who is the child of a marriage between persons of the above descent

**Gazetted Holiday**—The term "Gazetted Holiday" should be held to mean—(I) Holidays prescribed or notified under section 25 of the Negotiable Instruments Act, 1881, (II) Holidays on which by Government notification in the Gazette, any public office is ordered to be closed for the transaction of public business without reserve or qualification

**Brigade or Divisional Commander**—Includes the officer in temporary command of the brigade or division

**Indian Military Leave Rules**—Include the furlough or leave rules of 1868, 1875, 1886, and staff rules para 226, but not British service rules

**Officer Commanding, Indian Army Reservists** (see Rule 2, Appendix XXXIII) —

In the case of an Artillery reservist who is The C R A of the unit (or Group, if the trained with a unit other than that to which he belongs part of a Group) to which he is attached for training

In the case of any other Artillery reservist The C R A of the unit (or Group if the unit forms part of a Group) to which he belongs

In the case of a reservist of a Cavalry Regiment or Railway Company, Sappers and Miners. The O C the unit to which he belongs

In the case of a reservist belonging to a Corps of Sappers and Miners. The O C the Corps to which he belongs.

In the case of a Gurkha reservist The R O for Gurkhas

In the case of all other Infantry reservists The Officer appointed under para. 1029

In the case of a reservist of the Supply and Transport Corps The O C the unit to which he is attached for training or muster except as provided for in Para 16, Appendix XXXIII

**Officers of the Indian Service**—Means officers of the Indian Army, continuous service officers of the R A and R F, other officers, R A, who have completed 20 years for Indian pension officers of the Indian Medical Service, and officers of the Native Indian Land Forces.

**Leave**—Does not include recreation, district privilege or casual leave, which count as duty

**Soldier**—Includes warrant officer, non-commissioned officer and private

**Soldiers of the R E. Indian establishment**—Those serving with sappers and miners (excluding defence light sections) and with defence light sections under the old conditions of service of the Indian submarine mining corps.

**Unit**—Means a regiment of cavalry, a battery or company of artillery, an artillery ammunition column, a battalion of infantry, a company of sappers and miners, or a depot of any of these, a defence light section, a station hospital, a station veterinary hospital, an organised transport corps, a company of the Army Hospital Corps, or Army Mearer Corps.



# List of Abbreviations.

A A	Army Act	D A Q M G	Deputy Assistant Quartermaster General.
A A G	Assistant Adjutant General	Divl Comdr	Officer Commanding a Division
A B	Army Book.	D G G	Double Company Commander
A B Corps	Army Bearer Corps	D C M	District Court Martial
A C R L	Assistant Commanding Royal Engineer	D G M A	Deputy Controller of Military Accounts
A D	Army Department	Dir G and R	Director of Contracts and Registration.
A D C.	Aide de Camp	D D M S	Deputy Director of Medical Services
A D M S	Assistant Director Medical Services	D G A R	Director General, Army Remount Department.
A D O S	Assistant Director of Ordnance Stores	D G I M S	Director General, Indian Medical Service
A F	Army Form	D G M W	Director General, Military Works
A G G	Agent to Governor General.	D O O	Director General of Ordnance
A G I	Adjutant General in India	D of H	Degree of Honour
A H Corps	Army Hospital Corps	D J A G	Deputy Judge Advocate General
A H Q	Army Headquarters	D M S	Director, Medical Services in India.
A J A G	Assistant Judge Advocate General	D M O	Director, Military Operations.
A M S	Assistant Military Secretary	D O	Divisional Order
A M S	Army Medical Staff	D O T	Director, Ordnance Factories.
A O	Army Order	D G I	Director of Ordnance Inspection
Appx	Appendix	D O S	Director of Ordnance Stores
A Q M G	Assistant Quartermaster General.	D Q M G	Deputy Quartermaster General
A R I	Army Regulations India	D R F	Depression Range, Finder
Asst Supdt A G	Assistant Superintendent of Army Clothing	D R I M.	Director of Royal Indian Marine
A V D	Army Veterinary Department	Divl S O	Divisional Store Officer
Bde Comdr	Officer Commanding a Brigade	D T G	Divisional Transport Officer
B L Ordnance	Breech loading Ordnance	E A G Accts	Examiner of Army Clothing Accounts.
B O	Brigade Order	E O Accts	Examiner of Ordnance Accounts.
O C M A	Civil Chief Master Armourer	E O F Accounts	Examiner of Ordnance Factory Accounts
C. in C.	Commander in Chief	E S and T Accts	Examiner of Supply and Transport Accounts
C E	Chief Engineer	F S Regs	Field Service Regulations
C of G S	Chief of the General Staff	G C M	General Court Martial
C. I H	Central India Horse	G E.	Garrison Engineer
C. of I	Court of Enquiry	G G in Council	Governor General in Council
G M A	Controller of Military Accounts	G of I	Government of India
C M S A	Controller of Military Supply Accounts	G G C.	General Officer Commanding
C R A	Commanding Royal Artillery	G and S Factory	Gun and Shell Factory
G R E	Commanding Royal Engineer of a Division	O S	General Service.
C-S Regn.	Civil Service Regulations	O S O	General Staff Officer
C S and T O	Chief Supply and Transport Officer	H E	His Excellency
D A C	Director of Army Clothing	H H	His Highness (or His Honour)
D A G	Deputy Adjutant General		
D A A G	Deputy Assistant Adjutant General		
D A D O S	Deputy Assistant Director of Ordnance Stores		

in a civil department by the O C the station. Such offences committed by soldiers in detached employ will be dealt with by their regimental O C who will not award a punishment which interferes with a soldier's departmental duties without reference to the departmental officer concerned. Punishments for military offences will be recorded in the conduct sheet.

Forfeiture of engineer or working pay

5 \*For misconduct, negligence or inefficiency connected with the work of which he receives engineer, artificer or working pay, a N C O or private may be deprived by the O C under whom he is employed of the whole or part of such pay for each day the offence is committed, or may be disrated temporarily or, for inefficiency, permanently

Procedure on injury to a civilian

6. When a soldier seriously injures a civilian, the O C will immediately report the matter to the O C the station and the district magistrate, and commence a thorough investigation in order to ascertain the facts while the incidents are fresh. If the civil authorities investigate the case the O C will give them every assistance. The medical officer who first attends an injured person will forthwith report to the civil and military authorities concerned the nature and extent of the injuries, and his opinion as to the probable result. (See also paragraph 150)

Bankruptcy of an officer

7. The bankruptcy or arrest of an officer by the civil power for debt, or on a criminal charge, will be reported to the C in C. An officer will be under suspension from the date of arrest

Punishment departmental offences U L or detached employ

8. N C Os and privates in departmental or detached employ who are charged with offences will be dealt with as follows —

*If in a military department or employ—*

For all offences under the procedure laid down in the Army Act and King's Regulations

*If in a civil department or employ—*

(i) For purely military offences under the procedure laid down in the Army Act and King's Regulations (vide para. 4, A. R. I, Vol II)

(ii) For departmental offences—

Under departmental rules

Conviction of British N C O by civil power

9. The conviction of a British N C O by the civil power will be reported to the Bde Comdr who will, if he considers it desirable, recommend his reduction to the Divl Comdr

#### Punishments.

10. Indian of the I A A can specified in that

Definition of O C

11. \*For the purpose of awarding punishments other than by sentence of a court martial, an O C a corps (as defined in I A A Rule 161-2) or detachment, a commissioned officer (other than a departmental officer with honorary rank) in charge of an ambulance supply and transport, or medical establishment other than regimental, a R O, an assistant R O, an O C a corps to which a reserve is attached for training, is an O C

Defaulters will attend parades and take all duties in regular turn. They will be required to answer their names at uncertain hours, and may be employed on fatigue duties.

(iii) *Extra guards or pickets* in the case of combatants for minor offences on those duties, in the case of non combatants extra duties or fatigues according to their status and occupation.

(iv) *Deprivation of acting rank, or of a position of the nature of an appointment*

(v) *Forfeiture of a rate of service or good conduct pay* in addition to any other punishment. For an offence committed during a training the whole, or part, of any good conduct pay due to a reservist for that training may be withheld.

(vi) *Reprimand or severe reprimand*, in the case of a warrant officer or N C O including an acting N C O.

(vii) *Fine*, to the extent of seven days' pay a month, in the case of non combatants, except sub assistant surgeons ranking as warrant officers.

13 \* Subject to the same restrictions and conditions, and if authorised by the O C —

(a) An Indian officer commanding a detachment may award—

(i) *Imprisonment*, rigorous or simple, and with or without solitary confinement, not exceeding seven days.

(ii) *Confinement to the lines* not exceeding seven days.

(iii) *Extra guards or pickets*.

(b) A Company Commander and an Adjutant may award confinement to the lines not exceeding ten days, other British officers and Indian officers, not exceeding seven and three days respectively.

(c) A regimental medical officer may award a sub assistant surgeon ranking as a warrant officer extra duty for a term not exceeding 12 hours.

(d) A departmental officer with honorary rank in independent charge may fine non combatants to the extent of four days' pay a month.

14 \* The following provisions will be observed —

(i) The power of awarding sentences of imprisonment shall be exercised as follows — Provision regarding punishment

Officers Commanding Depôts in India—

O C of and above the rank of Captain

Up to 23 days

O C of the rank of Lieutenant

Up to 14 days

Other O C —

O C not under the rank of field officer

Up to 23 days

O C under the rank of field officer

Up to 7 days

(ii) Imprisonment shall not be awarded in respect of an offence committed while the offender was of or above the rank of N C O.

(iii) An officer may remit a punishment awarded by an officer under his command but he cannot increase it.

(iv) Punishments (i) (ii) (iii) para 12 and (a) (i) (ii) (iii), para 13, may be awarded separately or conjointly, but the carrying out of imprisonment must precede confinement to the lines, and no award or awards including imprisonment, and confinement to the lines, shall exceed twenty eight consecutive days.

(v) Imprisonment should be reserved for serious and repeated offences.

(vi) The period of imprisonment commences from the day of the award and ends at sunset of the day the sentence expires.

\* The minor punishments referred to in paragraphs 5 (so far as regards Indian troops), 11 12, 13 14 15 and 53 (iii) and the officers by whom these punishments may be awarded have been specified by the Commander in Chief in pursuance of section 29 of the I A A.



(vii) A N C O or private may be admonished, but the latter will not be reprimanded

(viii) Punishment drill for combatants only consists of marching in quick time and not of instruction drill. It will be carried out in marching order, and will not exceed one hour at a time or two hours in the day

Punishment  
of regimental  
boys

15 \* The O C may award the following punishments to regimental boys —

(i) Extra drill for two hours a day up to 15 days

(ii) Confinement to the lines up to 15 days with punishment drill in drill order

The adjutant may award five days' extra drill or confinement to the lines

16 The leave of a warrant officer of the sub Assistant Surgeon Branch of the I S M D may be stopped or his advancement to a higher class retarded as a disciplinary measure by order of the undermentioned authorities and to the extent herein specified —

(a) Stoppage of leave by award of the A D M S under whom he is serving

(ii) Stoppage of advancement to a higher class for a period not exceeding one year by the award of the D M S in India or D G, I M S, in the case of men serving under his orders

Conviction  
of Indian  
officers and  
N C Os

17 The conviction of an Indian officer by the civil power will be reported to the O C and that of a Indian W O or N C O to the Bde Comdr who will decide whether dismissal, discharge or reduction is desirable

Punishment

18 Persons who are not ordinarily subject to the I A A, but who hold or under whom they book postponement and temporary cler

ical establishments fine and by the authority who can appoint to the office held by the offender, suspension reduction of pay removal from appointment, and dismissal from the service (See also Appendix XXVI)

Non pen  
sionable  
servants

19, Persons who are neither ordinarily subject to the I A A nor hold pensionable appointments may be fined or discharged by the O C

### Courts Martial

Dying de-  
claration

20 In order that a dying declaration may be admissible as evidence at a court martial under the A A it must be made in circumstances which satisfy the requirements of English and not Indian law

Dying declarations which satisfy the requirements of Indian law are admissible as evidence at courts martial under the I A A

Witnesses  
not to leave  
station

21 When an application has been made for a court martial, no military witness will be allowed to leave the station

Offence  
order for  
appointment of  
counsel

22 Rules defining the procedure in the case of offences committed by persons subject to the A A or I A A which could equally be tried by a court martial or a criminal court, and rules for engaging and remunerating counsel for the defence of any soldier tried by a criminal court are contained in Appx IX

1. 2nd  
award

23 The reduction of a soldier from or to an acting rank or an appointment is not a legal sentence. If such a sentence is inadvertently passed and the sentence contains no further legal award it is a nullity, and the court can be re-assembled to pass a valid sentence. If however, the sentence is partly legal and partly illegal confirmation of the illegal part may be withheld or the court re-assembled to revise its sentence

\* The minor punishment is referred to in paragraph 17 (so far as regards Indian troops) 11 12 13 14, 15 and 16 (1) in the officers by whom these punishments may be awarded for the purpose of the C Manual in the instance of non-commissioned officers

24. An assistant surgeon, or a sub-assistant surgeon reduced to a lower class of warrant officer, will be placed at the bottom of that class.

25. The proceedings of a court-martial may be annulled by the C-in-C, or under the advice of the D. J. A. G. of the Army, by a Divisional or Brigade Commander in respect of proceedings which have been confirmed by him, or by an officer under his command.

Where the finding and sentence have been confirmed, and it afterwards appears to the confirming officer that the proceedings of the court-martial are illegal he may order the release of a prisoner pending reference to the D. J. A. G. of the Army and the annulment of the proceedings.

26. Charges under sections 17, 18 (1) except ordinary theft\* 18 (5) and 41 of the A. A., also charges under I. A. A. of civil offences and offences connected with accounts, or which are of a fraudulent nature, except ordinary theft,\* should be referred to the D. J. A. G. before trial. Any case of doubt or difficulty should also be referred to the D. J. A. G.

27. The proceedings of a G. C. M. are to be submitted by the J. A. through the D. J. A. G. of the Army to the confirming officer; if the D. J. A. G. has himself acted as J. A. at the trial, they will be submitted through the J. A. G. The proceedings of a D. C. M. will be sent by the president, confirming officer, who may send a report upon them in original and duplicate,

should be registered and sent by separate posts.

28. After confirmation or if confirmation has been withheld the original proceedings of courts-martial disposed of by army, divisional, brigade and station authorities will be sent to the O. C. the prisoner's unit (through the convening officer in cases where the latter is not a confirming authority), in order that the charge, finding, sentence, (if any), and confirmation or non confirmation may be communicated to the person tried. The necessary entries (if any) will then be made in his court-martial sheet. The O. C. will certify on the docket sheet (I. A. F. D 903) that the above has been done, and will forward the proceedings to the D. J. A. G. The duplicate proceedings of trials under the A. A. will be sent direct to the D. J. A. G. concerned, who will record on them the minute of promulgation which is on the

29. The proceedings of a G. C. M. or D. C. M. has resulted in an acquittal on all the charges, D. J. A. G.

30. An officer empowered to appoint a J. A. may, when a D. J. A. G. or A. J. A. O. is not available, and the case presents no legal difficulties, appoint of

\* are, The K R applicable to trials under the A. A.

in all cases of trial under the Army Act.

32. School masters should only be tried by court-martial for offences which would generally render dismissal advisable. Offences involving an entry in the record of a school master will be reported to Army Headquarters.

33. When a person subject to the A. A. commits an offence under conditions precluding trial by court-martial, or an offence of a grave nature, which could equally be tried by a court-martial or a civil court, against the person or the property of an individual unconnected with the army, his O. C. shall at once inform the nearest magistrate, and, under the orders of the Bde. Comdr. the offender shall, for an offence of the former

\* By ordinary theft is meant theft by taking the property out of the possession (in its ordinary and literal meaning) of another, e.g. a soldier stealing his comrade's kit by removing it from his box or shelf.

class, and will ordinarily for an offence of the latter class be handed over to the civil power for trial

34. When a court martial under the A A has not ordered that a sentence of imprisonment or detention exceeding twelve months shall be undergone not in the United Kingdom the confirming officer will either pass this order, or explain his reasons for not doing so, in a letter attached to the proceedings

35 The discipline of the Indian Army depends in a great measure on the Summary Court Martial When a soldier or other person amenable to the I A A has committed an offence which is ordinarily triable by summary Court Martial, Commanding Officers when determining by what court the accused is to be tried are to bear in mind that the legislature in conferring upon them the powers of a summary court martial intends that they shall exercise these powers

35-A An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit and an O C is responsible that no accused person is brought before a court martial if in the opinion of the Medical Officer he is unfit to undergo his trial

35 B Officers will attend all courts martial on men of their corps for one year after joining the Indian army

35 C The president of a G C M and D C M under the I A A should if possible, be of field rank when the court is composed of British officers When it is composed of Indian officers he should if possible, be of the rank of Subadar For the trial of doubtful or complicated cases a D C M under the I A A should, if possible, consist of five officers

### Courts of Arbitration

36 Courts of arbitration (*panchayats*) may be held in native corps with the consent of the parties concerned for the settlement of private disputes The O C will see that the record contains the substance of the matter, the names of the arbitrators appointed by the disputants, that of the umpire appointed by himself and the agreement of those concerned to abide by the decision of the majority The award, which in the case of pecuniary damages is not to exceed six months' pay and allowances will be signed by the president The O C cannot set aside a legal award because he dissents from it

### Inquests

37. Immediate information shall be given to the police of the death of any person subject to the A A or I A A or of any member of his family by suicide, violence, accident, or under suspicious circumstances The O C on the spot shall, except as provided for in section 133 (4), A A, only convene a court of inquest where the death occurs at a place out of British India for which no Criminal Court has been constituted by the G G in Council The procedure of such courts of inquest shall follow the rules laid down in the A A "Rules of Procedure"

### Desertion

38 The rules in the K R, under the heading "Desertion and Offences against Enlistment," will be followed in the case of all persons subject to the A A. In the case of desertion or absence without leave the O C will at once inform the local and the railway police and will send a copy of the A F B 121 to the I G of Police of the Province the military and police authorities at the principal ports of embarkation and to the superintendents of government printing at Calcutta Madras and Bombay for insertion in the gazette

39 If a person subject to the I A A deserts or is absent without leave, the O C will at once inform the local police, and the railway police,

Sentence of imprisonment exceeding 12 months.

Summary court-martial

Medical examination before trial

Young officers to attend trials. Composition of courts martial under I A A

Panchayats

Civil authorities ordinarily hold inquests

Procedure desertion, absence without leave, absence without leave

and will send a descriptive roll of the offender to the civil authorities of the district in which he resides this descriptive roll should contain Roll (I A F K 1151), for Verifying marks and any other in effecting the prompt arrest of the deserter. An immediate report will also be made to the police in the event of any person not subject to the I A A absconding with government property.

Desertion of person subject to I A A or others absconding with public property

39A On receipt of information from the Civil or Police authorities the apprehension of a military deserter or absentee the officer commanding the man's unit or depot will immediately despatch an escort to the place where the man is detained to receive him into military custody and convey him to a station where his unit or depot is located, or such other place as may be ordered.

40 If a deserter or absentee rejoins or ceases to be liable to apprehension the O C will at once inform the police and also in the case of a British soldier, the editor of the "Police Gazette," as directed in the K R.

Deserter rejoining reported.

40A A person subject to the I A A who is declared absent under Section 126 of the I A A does not thereby cease to belong to the corps in which he is enrolled though no longer shown on its returns and can if subsequently arrested be tried by summary court martial by the O C of the corps or that portion of it to which he belongs. When arrested he will be brought on returns as "rejoined from desertion."

Deserters from Indian army

41 The Bde or Divl Comdr is a competent authority for the purpose of section 73 (3) A A.

Authority to dispense with trial of deserter

#### Military Prisons Detention Barracks and Barrack Detention Rooms

42 No detention room will be occupied without the recorded sanction of the G O C which will be given on the report of a board composed of the A D M S and a staff officer of the division or brigade that it is built, ventilated, warmed, and fitted in accordance with sanitary requirements and the standard plan. On arrival of a unit at a station the O C will ascertain that the rooms are fit for the reception of soldiers sentenced to detention or imprisonment.

Barrack detention rooms

43 The constituted military prisons and detention barracks under the A A are at the following stations —

Military prisons and detention barracks

Prisons	Salkot and Karachi
Combined military prison and detention barrack	Poonah
Detention barracks	Aden, Daghshai, Hyderabad (Sind), Lucknow, Peshawar, Quetta, Thayemyo and Trimulgherry

The regulations for the administration of these prisons and detention barracks and the duties of officers and others employed in them are laid down in the "Rules for Military Prisons and Detention Barracks in India."

44 Superintendents and assistant superintendents of military prisons and detention barracks are appointed by the A G in I. Drill instructors for detention barracks and assistants for military prisons and detention barracks will be temporarily appointed by G O C concerned as follows —

Superintendents as assistant superintendents drill instructors and warders assistants.

Poonah combined military prison and detention barrack	2 drill instructors
	8 assistants
Aden detention barrack	1 drill instructor
	2 assistants
Daghshai Detention barrack	2 drill instructors
	4 assistants
Hyderabad (Sind) detention barrack	2 assistants
Lucknow detention barrack	2 drill instructors
	4 assistants
Peshawar detention barrack	1 drill instructor
	2 assistants
Quetta detention barrack	1 drill instructor
	2 assistants

Assembly of  
committee  
of adjust-  
ment

61. When it becomes necessary to assemble a Committee of Adjustment on the estate of a deceased officer or warrant officer the necessary forms will be forwarded to the O C the unit or the station by the G of I, A D; on receipt of intimation of death without any further application on his part. In the case of a British service officer dying out of India or of an officer who is insane or a deserter the O C the unit or station will apply by telegraph to the G of I, A D, for the necessary forms. In all other cases the proceedings in duplicate will be recorded on A F O 1625, and will in the case of those borne on the rolls of, but not serving with, a corps, be sent to the officer in India having charge of their duplicate attestations who will be responsible for the disposal of the surplus.

Casualty at  
a civil  
station

62. A committee of adjustment on the estate of a person who did not reside at a military station, will be assembled at the nearest military station.

Casualty at  
another sta-  
tion

63. When a person subject to the A dies at a station in India other than that to which he belongs, the O C the former station will detail one or more officers to secure the effects of the deceased which are on the spot and to carry out any instructions of the committee of adjustment.

Public prop-  
erty to be  
returned

64. A list of any articles of public property found among the effects, will be sent by the committee of adjustment to the convening officer, by whom they will be returned to the proper quarter.

Delay in  
closing es-  
tates

65. When the accounts of the estate of an officer or warrant officer are not closed within three months, the officer convening the committee of adjustment will report the cause of delay to the G of I, A D. Where the estates of other warrant officers, N C Os, and soldiers of the U L are concerned, a similar report will be made to the Divl Comdr.

Instructions  
for a will.

66. Instructions for making a will are contained in the soldier's small book.

#### Redress of Grievances

Redress of  
wrongs

67. The rules regarding the redress of grievances of British and Indian officers and soldiers, are laid down in sections 42, 43, 180 (2) (d), A A, and section 117, I A A, respectively. In cases of appeal against the final decision of an audit officer the appeal must be made in writing through the Bde Comdr and the D C M A to the U M A or examiner M W Accts, who will, if he is unable to admit the claim, record his opinion thereon and forward it to the Divl Comdr for decision, or reference to the G of I if necessary.

Appeal  
against  
audit

Appeals against the final decision of an Examiner of Military Supply Accounts must be made in writing through the head of the department concerned to the Contr of Military Supply Accounts, who will, if he is unable to admit the claim, record his opinion thereon, and forward it to the G of I. In the case of arsenals and ordnance factories the appeal will, in the first instance, be submitted to the Contr of Military Supply Accounts, through D O S or D O P. The Contr may be, and if the Contr is unable to withdraw the decision will be forwarded to the D G O for submission to the G of I.

67 A Appeals from the decisions of Audit Officers must be made to the General in India through the G of I.

Memorials  
to U & S  
at 8

68 Appeals made through the G of I, A D, to the G of I, A D, for the necessary forms.

of  
decisions  
to be  
made

to his immediate superior, who will after inquiry, dispose of it himself, or report to the next senior officer for the orders of the O C Matters of a purely private or personal nature, may be represented direct by any rank to the Company Commander. The principles involved in this rule apply equally to the case of any departmental or other follower.

70 All petitions from all ranks to the civil authorities on non-military subjects, should be forwarded by the O C after countersignature, to the civil officer for disposal. Petitions to civil authorities

71 The rules for the submission of petitions to the G of I by persons who have been, but are no longer in military employ, are laid down in Home Department notification 147 (Pul he), dated the 9th January 1905, extracts from which are summarised below. Petitions to the G of I by persons formerly in military employ

I Every petition must be forwarded through the official channel to the local government (C in C Divl and independent Brigade Comdrs or head of department) with a letter requesting its transmission to the G of I. Channel of submission,

II A petition may be in writing or in print, but must with all enclosures be properly authenticated by the memorialist's signature, and must conclude with a specific prayer. Petitions printed or written

III A petition should be forwarded to the G of I, with a concise statement of material facts, any service or character book of the individual and an expression of opinion on the merits of the case. If not in English a translation should accompany it. A concise statement to accompany

IV If the appeal be against dismissal by the local Government, it should be shown whether the charge, the petitioner's defence, and the orders thereon were reduced to writing. Appeals against dismissal.

V A local Government may withhold a petition—

- (i) When it is unintelligible, illegible or couched in disloyal, improper, or disrespectful language
- (ii) When a previous similar petition has been disposed of by the G of I, or the S of S, and no new facts which would afford grounds for a reconsideration are brought to light
- (iii) When the petition is for pecuniary assistance from a person manifestly having no claim or is an application for employment from a person not in government service
- (iv) When the petition is an appeal against a judicial decision, except it be so appeal for mercy
- (v) When the appeal is against the order of the local Government (including the head of department and Divl and Bde Comdrs only when the petitioner's salary does not exceed Rs 30 a month), upholding on appeal the dismissal, reduction or other punishment of a government servant whose salary is not more than Rs 100 per mensem
- (vi) When the petition is an appeal in a case for which the law provides a remedy
- (vii) When the petition relates to a subject on which the local Government is competent to pass orders and no previous application for redress has been submitted thereto.

When petition may be withheld.

VI When a petition is withheld the petitioner should be informed of the reason and a quarterly return on I A F Y 1941 of all petitions withheld will be forwarded to the G of I (see I A F Z-2000). Return of petitions withheld

#### Dismissal and indebtedness of public servants

72 The rules relating to the suspension, reduction, removal and dismissal of public servants are contained in Appx XXVI. Dismissal of civilian employees.

73 A civilian employee who resorts to the insolvency court renders himself liable to summary dismissal. If half his salary is constantly attached for debt, or if he owes a sum which he cannot hope to repay. Insolvency forfeiture of appointment.

within two years, it is ordinarily undesirable that he should remain in government service. In this case a full schedule of his debts should be called for by his superior officers, who, having regard to the circumstances in which the debts were incurred, will decide whether the debtor should be allowed to retain his appointment.

#### Legal Proceedings

Divl  
Comdr  
sanctions  
legal pro-  
ceedings

74. No legal proceedings should be undertaken on behalf of government without the sanction of the Divl Comdr who may on the advice of the government law officers sanction the institution, or defence, of civil suits (or appeals). The conduct of the case will rest with the government advocate, or pleader, if available, or other selected practitioner.

Statement  
of the case

75. To enable the Divl Comdr to decide on the advisability of instituting legal proceedings, the executive officer will prepare a memorandum detailing the circumstances which render the suit necessary, and an exact statement of the claim. This should state the subject of the claim, amount, when it accrued, cause of action, steps taken to obtain satisfaction, excuse urged by the defendant and the reasons why the suit is admissible under the statute of limitations. In important cases copies of important documents (with translations if in the vernacular) should be made, and it should be stated whether they are registered.

Defendant's  
share to be  
ascertained

76. If it is desired to institute a civil suit for the recovery of moneys due to government, the executive officer should ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by him. If the civil officer recommends prosecution, application for sanction should be made to the Divl Comdr.

Canton-  
ments in  
native  
states

77. In cantonments in native states which are under a local government, or the G of I, the local military authorities will apply direct to those governments, and not to the political authorities.

Copies of  
judgments

78. Copies of judgments, with translations of vernacular judgments, are supplied free of charge on application by the head of the department concerned.

Fees pay-  
able by  
Govern-  
ment

79. When Government sanction the defence or prosecution of a suit in which a public servant is implicated, the fee of only one pleader will ordinarily be allowed.

Production  
of official  
documents

80. The privilege of refusing to produce official documents or give evidence regarding official communications is, as regards civil and criminal courts in India and Courts Martial under the I A A, regulated by the Indian Evidence Act, 1872. See Sections 123 and 124.

#### Civil Authorities

Exemption  
from  
statutory  
labour

81. Indian soldiers, reservists and pensioners are exempt from the compulsory statutory labour which is authorised by Madras Act, I of 1854; Act VIII of 1873 (Northern India Canal and Drainage Act); Act XIII of 1877 (Burmah Embankment Act); and Bombay Act, VII of 1879.

When  
soldiers are  
parties to  
suits.

82. Rules regarding the procedure in connection with suits by or against military men are contained in the First Schedule to the Code of Civil Procedure, 1908, Order V, Rules 28 and 29, and Order XXVIII, Rules 1 to 3.

Exemption  
of criminal  
and civil  
proceedings

83. An O C will afford the civil authorities every assistance in his power in the execution of a criminal process against any person under his command.

In the case of a civil suit against a soldier he will, as required by rule 29 (referred to in para 82), serve the summons on the defendant and return it to the court under his own signature with the written acknowledgment of the defendant. The decree of a civil court against the pay of an officer is limited to one half of his monthly pay (see definitions A. R., I, Vol. I). Recovery will be made by the Deputy

Controller of Military Accounts of the Division concerned and the amount remitted direct to the Court that made the decree

84 Except in the case of a civil suit against a commissioned officer, the O C will serve on the defendant the copy of the summons received from the court and, after procuring the latter's written acknowledgment thereon, will return it to the court. If the defendant authorises any person to act for him (see para 85), such authority will be attached to the copy of the summons returned to the court. If the summons cannot be served it will be returned to the court with an explanation.

85 Where any officer or soldier actually serving the Government in a military capacity is a party to a suit and cannot obtain leave of absence for the purpose of prosecuting or defending the suit in person, he may authorise any person to sue or defend in his stead (Code of Civil Procedure, First Schedule, Order XXVIII, Rule 1). In the case of a native officer or soldier, an authority in the following form should be sent to the court in which the case is to be heard -

Whereas I (name) inhabitant of village \_\_\_\_\_, purgunnah \_\_\_\_\_ in the district of \_\_\_\_\_, son of \_\_\_\_\_, of the caste of \_\_\_\_\_, at present rank in \_\_\_\_\_ company \_\_\_\_\_, regiment \_\_\_\_\_, stationed at \_\_\_\_\_ having occasion to institute (or defend) an action for (nature and object of suit and name of adverse party) do hereby nominate and appoint (name, residence, and caste and relationship if any) to be my attorney, and I bind myself to abide by whatever he, the said attorney, may do in my behalf, in the prosecution (or defence) of the said suit. The said attorney will either prosecute (or defend) the suit in person, or will appoint one or more of the authorised vakils of the court to prosecute (or defend) the same, under the instructions of the said attorney, as he may think proper. In the event of an appeal being preferred from the judgment passed in the suit, the said attorney is hereby empowered to act for me on the appeal in like manner as in the original suit.

Signature \_\_\_\_\_  
Signed in my presence \_\_\_\_\_ O C

86 A power of attorney to institute or defend a suit executed by an officer or soldier in military employ, is not chargeable with any court fee (Section 19, cl 1, Act VII of 1870).

87 Civil courts have been enjoined to dispose of all suits for the prosecution or defence of which officers, soldiers, or reservists have obtained leave of absence, irrespective of the order in which they stand on the register and as speedily as is consistent with the administration of justice. Any complaint as to the non observance of this rule is to be submitted to the local Government concerned.

88 When a person subject to the I A A obtains or applies for leave of absence for the purpose of prosecuting or defending a civil suit, he should be provided by his C O with a certificate to enable him to obtain priority of hearing (I A F D 902). If leave is actually granted, and the man has proceeded on such leave, the certificate should be presented in person to the court. If the case cannot be disposed of within the period of leave granted a limit for the to the him

89 of any in court Attendance at court will apply to the O C the unit, but he will himself take steps to procure the attendance of any other person attached to or connected with a unit.



Game  
Shooting  
Rules

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terms

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labels

Blank  
returns  
Regulations  
alone to be  
quoted  
Postal rules  
soldiers  
letters

Return of  
correspond  
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N A letters  
on field  
service.

Use of  
tel graphs

State tele  
grams

How  
transmit

90

Correspondence  
PARAS 123-127

- themselves address commissioners and officers commanding stations, civil district stations on official subjects are prohibited. Channel of official correspondence is from a regimental adjutant and O C, through the O C the division, but purely departmental matters may be sent to the departmental officer concerned. The O C a detachment must send all correspondence through the O C the unit, unless it is of purely local concern, in which case copies should be sent to the O C.
- Government magistrates correspond direct with the O C the station. Correspondence connected with their appointments must be submitted through the cantonment authority to the local Government.
- 129 All communications with Indian chiefs, or their vakils, must be made through the political agent or local Government.
- 130 Names of individuals and places should be hand printed. Figures should also be expressed in words. When the use of vernacular terms is necessary, the English equivalent should be given. Erasures are prohibited, corrections should be made by ruling through the original entry, and should be attested by the responsible officer's initials which, in the case of a return, need only be affixed to the final total.
- 131.
- 132 Inland official correspondence should be prepaid by service labels, the covers being superscribed "On H M S" and franked by the despatching officer. Overland official correspondence, except to the W O, India Office and Chelsea Hospital must be similarly prepaid. A brief description of the contents of each cover will be entered on the upper left hand corner. Covers will not be registered unless they contain medals or important correspondence.
- 133 Blank returns will not be rendered.
- 134 No I A O or Government letter is to be quoted in official correspondence if the subject matter is included in the regulations.
- 135 The rules relating to the transmission of correspondence soldiers' letters, and the sale of British postal orders will be found in the Indian postal guide, and those relating to post offices in the field, in the P S Manual "Postal".
- 136 Transmitting authorities should not request the return of ordinary correspondence unless the original document is needed for some special reason. If a copy will serve the purpose, it will be made by the authority requiring it.
- 137 The private correspondence of Indian officers sub assistant surgeons and soldiers of the Indian Army, and public followers who accompany troops, on foreign or colonial service, must be prepaid, but the cost may be recovered monthly.
- 138 The telegraph is not to be employed except when the saving of time effected is of importance to the public service, and urgent messages are rarely to be resorted to. All information regarding telegraphic messages together with a list of abbreviated addresses will be found in the Indian telegraph guide.
- 139 State telegrams are not to be used for any personal matters and, except on occasions of real urgency, private telegrams (replies to which must always be prepaid) are forbidden. G O s C at ports of embarkation may, however, in urgent cases at their discretion send State telegrams relating to the grant of not entitled troopship passages. State telegrams may, in urgent cases or when there is no government telegraph office, be despatched from railway offices.
- 140 A message should commence with its own number, which should never exceed six figures (two words).

When the sender's station is not a telegraph station, the place and date of despatch should be given in the text. If another communication is repeated its text will be preceded by the word "begins" and followed by "ends". A telegram should always be carefully read before despatch, and the sign AAA written without stops inserted (to denote "full stop") at the conclusion of any sentence in which its omission may lead to misunderstanding.

When sending multiple telegrams as directed by para 574, I A F Z 2000 and Field Service Regulations, Part I, Chapter 11, section 15, para 6; these should conclude with the words "addressed to—(indicating the official or officials concerned) and repeated to all concerned". In all cases not specifically provided for as above, the official title of each and every person, to whom the telegram has been addressed or repeated, must be clearly indicated at the end of the message.

141. Foreign state telegrams (except in Ceylon) can only be sent by the officials authorised in the telegraph guide Foreign state telegrams

141-A The instructions in K R under the heading "Documents and Maps marked 'Secret,' 'Confidential,' or 'For Office use only'" are generally applicable to India. Secret documents and maps will be issued direct from Army Headquarters to Army, Division and Bde Comdrs, and to other military officers and officials not under the command of G O's C. These officers and officials will be held personally responsible for the safe custody of all secret documents and maps issued to them whether they retain such documents themselves or entrust them to other persons.

All correspondence of a secret nature and all correspondence referring to secret documents or maps in which it is necessary to disclose either (a) the title of the document or map (as distinguished from its official number and date) or (b) the fact that it is 'Secret' or (c) the nature of its contents, will be marked "Secret" in the case of letters, or sent in cypher at the end of telegrams.

Army, Division and Bde Comdrs and other military officers and officials to whom secret documents and maps are issued direct, will forward to the issuing authority, on the 1st December, a list of such documents which are marked "To appear in annual returns" made out on Army Form A 24 with the certificate thereon duly completed. When officers to whom secret documents similarly marked are issued direct entrust such documents to subordinate officers, they will, previous to the submission of their annual return, obtain from the latter certificates on Army Form A 24 that the documents are in safe custody. When an officer in charge of secret or confidential documents is relieved of his appointment, all secret and confidential documents will be formally

being  
using  
the

missing document

When sent through the post letters or packets containing confidential documents or maps will if the sender considers such a course necessary, be registered and an official acknowledgment requested. Those containing documents or maps of a secret nature must in all cases be insured, the amount for which insured being discretionary with the sender, and an official acknowledgment will invariably be requested. Secret and confidential documents must be enclosed in double covers, the outer at least of which must be cloth lined and special attention must be paid in all despatching offices that such covers are securely fastened and sealed.

The formal receipt or official acknowledgment of the receipt of every secret document or map, acknowledgment of which has been requested, will be rendered to the sender by return of post or as soon after receipt

as possible. This does not absolve the sender from responsibility for instituting enquiries, if necessary, by telegraph if the postal receipt or official acknowledgment (when such is required) is not received within a reasonable period.

141B Publishing official documents or communicating their contents verbally or in writing or using them for personal controversy or for any private purpose without authority, will be treated as a breach of official trust.

When military operations are contemplated or in actual progress, it is forbidden to make public information with reference to any matter connected with the operations. The contents of documents are only to be communicated to those whom it is necessary to inform in the interests of the public service. Orders for mobilisation, the despatch of reinforcements, transport, supplies, etc., will be treated as confidential as long as is consistent with due execution. [See The Indian Official Secrets Act No XV of 1889 as amended by the Indian Official Secrets (Amendment) Act of 1904.]

Supply of  
I A forms

142 A complete list of the military forms in use in India is given in I A F Z 2001. These forms may not be printed except by the government contractors, and they must be obtained from them. No local or other forms (except office forms) shall be introduced nor shall any existing form be modified without the sanction of the G. O. I.

The scales on which gratis forms are supplied to units and instructions regarding the supply of all forms are contained in I A F Z 2001. A complete set of the latest reprint of the forms in use in each office should be kept in a guard book for reference.

Supply of  
stationery

143 Stationery, typewriters, cyclostyles, Cluuh's or Hobbs's locks and rubber stamps will be supplied on indent on forms obtainable from the Superintendent of Government Stationery, and typewriters, cyclostyles, and typographs which cannot be repaired locally will be sent to him for repair or condemnation.

Economical  
use of  
stationery

144 Officers supplied with Government stationery will take such measures as will ensure its proper and economical use. All receipts and issues will be recorded in the book supplied for this purpose.

Supply of  
service  
labels

145 Service labels and postcards must be sent by official capacity in reply to communication from private individuals or associations. They can be obtained as required by indent (I A F Z 2094) from the nearest treasury officer. A detailed account of their expenditure will be kept on I A F Z 2007, which must be balanced.

Supply of  
books and  
newspapers

146 Books and newspapers are supplied to the Army in India and to the Government of India. They are supplied to all concerned as may be considered necessary.

Applications should be submitted, through the prescribed channel, as follows—

- (i) War Office and other Home official publications—to the Army Department or Financial Adviser, Military Finance for officers subordinate to each.
  - (ii) Official publications of Civil Departments of the Government of India—to the Army Department for officers subordinate to it.
  - (iii) Army Regulations India Volumes I and III, to the Financial Adviser, Military Finance.
- A R I, Volumes II IV, V, VI VII VIII, IX, X, XI, and XII, Army Tables, and Appendices to India Army Order.—to the Army Department.

- (ii) "Manual of Indian Military Law" and Army Department extracts from the *Gazette of India*—to the Army Department
- (i) Sanctioned India Army Budget Estimate—to the C M A. concerned
- (ii) Mobilization Regulations, Indian Field Service Manuals and Supplement to Imperial Field Service Regulations—to the Chief of the General Staff
- (iii) India Army Orders—Adjutant General in India.
- (iii) India List of Changes in War Material—to the Director General of Ordnance in India
- (ix) Indian Army List—to the Military Secretary to the Commander in Chief.
- (x) Other official publications pertaining to subjects dealt with at Army Headquarters—to the Head of the Branch of Army Headquarters concerned
- (xi) Text books for the Higher and Lower Standard Urdu and Persian—to the Secretary to the Board of Examiners, Calcutta.

All non official publications including newspapers, periodicals, and War Office Army Lists required for the public service should be procured on payment within prescribed budget limits under the authority of His Excellency the Commander in Chief, Heads of Branches of Army Hd Qrs, General Officers Commanding Armies, Divisions and Brigades and Military Deputy Auditors General and C M As

Military Deputy Auditors General and C M As are competent to order the supply of official publications of Civil Departments of the Government of India for their own use or for officers subordinate to them

Indian official publications required in excess of the authorised free issue or to replace copies lost or destroyed should be obtained on payment direct from the Superintendent, Government Printing, India, Calcutta, or other publishing authority

Mobilization Regulations and Indian Field Service Manuals being intended for official use only additional copies required in excess of free issues can only be obtained on payment by British military officers on application direct to the Superintendent of Government Printing, India, Calcutta

147 The instructions contained in the K R regarding the destruction of official documents and books in staff and regimental offices are applicable to India Destruction of records

Departmental records will be destroyed under the orders of the head of the department concerned but contract deeds (and correspondence connected therewith) should be retained for ten years after the period of their currency has expired

148 Ten copies of every non confidential Military book or pamphlet which is not of an ephemeral nature, with the exception of those publications classified "For official use only," are to be supplied by the officer responsible for the publication, to the Secy, Military Department, India Office, and one copy to the Secy, G of I, A D, and to the principal librarians\* The eleven copies

\* British Museum  
Bodleian Library, Oxford  
University Library Cambridge  
Advocate's Library Edinburgh  
Trinity College Library Dublin  
London Library London  
Royal Asiatic Society, London.

Copies of military publications sent to Secy of I and principal libraries

for the India Office and the British Museum will be sent to the G of I, A D, for transmission, the remaining copies will be sent direct, if not too heavy for book post, otherwise through the G of I Copies that are sent through the G of I must be packed and addressed to the person for whom they are ultimately intended, and accompanied by a list showing

any direct distribution made. Each copy issued should have a slip pasted inside, showing for whom it is intended and the annual return serial number of the publication. No copies should be sent to the libraries direct until two months after the despatch of the copies sent to the India Office. The copy for the G of I will be accompanied by a report giving the name of the author, translator or editor, date and place of publication, number of copies printed, and price, if for sale.

#### Reports and Returns

Authorized  
returns.

149 The list of periodical and other reports and returns for all services with instructions for their submission, is given in I A F Z 2000. No return may be introduced without the orders of the G of I. Attention is directed to the instructions given on the forms themselves. For reports to be rendered on field service, see the F S Regs.

Reports of  
affairs etc

150 In the following cases a telegraphic report will be made by the officer commanding on the spot as directed in I A F Z-2000 —

- (a) On the occurrence of any serious breach of the shooting rules, or any act by a member (officer or soldier) of a shooting party resulting in injury to person or property.
- (b) On the occurrence of any serious breach of discipline, on a fray or affray, in which any officer or soldier (British or Indian) or follower, is concerned.
- (c) When any British officer is gravely injured. Supplementary reports should be sent if progress is unsatisfactory.
- (d) When a Indian is seriously injured by a soldier, whether accidentally or otherwise and *vice versa*.
- (e) On the discovery of the loss of public money amounting to Rs 1,000 or over, or of public property to the value of Rs 1,000 or over, whether the loss was due to neglect or any other cause. (See also A. R., I, Vol III)

When  
reports  
are not  
required

151 No reports are required of —

- (i) Alleged, but unconfirmed assaults or of assaults of a positively insignificant character, between British or Indian soldiers, and Indians.
- (ii) Disputes resulting merely in altercation.
- (iii) Any necessary act performed in the discharge of duty.
- (iv) Suicides or attempted suicides of soldiers other than those prescribed in I A F Z-2000 for deaths of soldiers.
- (v) Petty thefts, disturbances or dacoities in India.

Reports in  
cases to  
which  
no  
report  
is  
made

152 Deaths [and in the case of (iv) promotions and any casualty or leave which involves absence from his corps for a period exceeding 300 months] among the following classes will be reported as below —

- (i) British commissioned officers, whether in civil or military employ—as directed in I A F Z-2000.
- (ii) Departmental officers and soldiers (U L and I S M D)—as directed in I A F Z-2000.
- (iii) Regimental warrant and non commissioned officers and men—as directed in I A F Z-2000.
- (iv) Rukh trained Indian Military Surveyors—to C of G S.
- (i) Pensioned soldiers (U L and local service)—as directed in I A F Z-2000.
- (ii) British reservists and Chelsea outpensioners—officer paying them reports to pay examiner and forwards parchment certificate and descriptive roll.
- (iii) Meritorious service assistants under para 357—as directed in I A F Z-2000.
- (iiii) European civilian employes and pensioners—as directed in I A F Z-2000.

153. Whenever circumstances of any nature occur which in the opinion of the O O C., render a unit temporarily unfit for service of any description, an immediate report, accompanied by a concise statement of the reasons which led to such opinion, should be submitted through the Army Commander to the A G, India Reports of unfitness of Corps

154. Should an unusual number of deaths or desertions occur, the commanding officers will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, or the measures adopted for the apprehension of deserters and checking desertion as the case may be Unusual mortality and desertion.

155. When an officer assumes or relinquishes the duties of a command or staff appointment, temporarily — — — — — Reports of assuming or leaving command  
direct to the M S to the C. in C. — — — — —

of the report will also be sent to the case of command and staff officers of divisions, brigades and stations, also be made direct to the senior staff officer of the army and division

When any departmental administrative officer assumes charge, or is placed on the sick list, the matter will be reported to the next higher departmental administrative authority

156. Immediate reports of all cases of theft or loss of arms and ammunition as detailed below, will be made as directed in I A F Z-2000 — Reports of loss of arms

(a) Complete arms, including bored out muskets, carbines, and fusils issued for sporting purposes, but excluding bayonets swords, etc.

(b) Barrels.

(c) Bolts L M or L E

(d) Maxim gun locks.

(e) Explosives.

(f) Gun ammunition

(g) Small arm ammunition, including short range ammunition and buckshot cartridges, in cases where more than five rounds are involved

(h) Blank small arm ammunition, in cases where more than five hundred rounds are involved

(i) Fired cartridge cases whether ball or blank, in cases where more than five hundred fired cases are involved Cartridge cases lost on manœuvres field days etc., need not be reported

A copy of the proceedings of the court of enquiry will be forwarded to the Divisional Commander, or in the case of departments to the prescribed authority, viz —

Ordnance Department —The D O S, or the D O F, as the case may require

S & T Corps — G O C Division or Independent Brigade

Clothing Department —The D A C

157. Every N C O or man, British or Indian, who loses a rifle, rifled carbine, revolver or rifle bolt, is invariably and without exception to be tried by district court martial, unless sanction to dispense with trial is obtained from the G O C the Divn or Indt Bde In the case of a unit greatly isolated the G O C Divn or Indt Bde may order trial by Regimental or Summary Court martial Trial by court martial for loss of arms.

158. It is the duty of every officer when on leave, whether in India or in England to keep the Divl Comdr or the S of S informed of his address He will also keep his immediate superior informed of the probable date of his return to duty in order to admit of any necessary orders being sent to the staff officer at the port of disembarkation for communication on arrival Report of changes of address.

any direct distribution made. Each copy issued should have a slip pasted inside, showing for whom it is intended and the annual return serial number of the publication. No copies should be sent to the libraries direct until two months after the despatch of the copies sent to the India Office. The copy for the G of I will be accompanied by a report giving the name of the author, translator or editor, date and place of publication, number of copies printed, and price, if for sale.

#### Reports and Returns

Authorized  
returns.

149 The list of periodical and other reports and returns for all services, with instructions for their submission, is given in I A F Z-2000. No return may be introduced without the orders of the G of I. Attention is directed to the instructions given on the forms themselves. For reports to be rendered on field service, see the F S Regs.

Reports of  
all rays etc

150 In the following cases a telegraphic report will be made by the officer commanding on the spot as directed in I A F Z 2000 —

- (a) On the occurrence of any serious breach of the shooting rules, or any act by a member (officer or soldier) of a shooting party resulting in injury to person or property
- (b) On the occurrence of any serious breach of discipline, outrage or affray, in which any officer or soldier (British or Indian), or follower, is concerned.
- (c) When any British officer is gravely injured. Supplementary reports should be sent if progress is unsatisfactory
- (d) When a Indian is seriously injured by a soldier, whether accidentally or otherwise and *vice versa*
- (e) On the discovery of the loss of public money amounting to Rs 1,000 or over, or of public property to the value of Rs 1,000 or over, whether the loss was due to neglect or any other cause (See also A R, I, Vol III)

When  
reports  
are not  
required

151 No reports are required of —

- (i) Alleged, but unconfirmed assaults, or of assaults of a positively insignificant character, between British or Indian soldiers, and Indians
- (ii) Disputes resulting merely in altercation
- (iii) Any necessary act performed in the discharge of duty
- (iv) Suicides or attempted suicides of soldiers, other than those prescribed in I A F Z-2000 for deaths of soldiers
- (v) Petty thefts, disturbances or dacoities in India

Reports in  
certain  
cases to  
be made

152 Deaths [and in the case of (iv) promotions and any casualty or leave which involves absence from his corps for a period exceeding one month] among the following classes will be reported as below —

- (i) British commissioned officers, whether in civil or military employ—as directed in I A F Z-2000
- (ii) Departmental officers and soldiers (U L and I S M D)—as directed in I A F Z-2000
- (iii) Regimental warrant and non commissioned officers and men—as directed in I A F Z-2000
- (iv) Rukhs trained Indian Military Surveyors—to C of G S
- (v) Pensioned soldiers (U L and local service)—as directed in I A F Z-2000
- (vi) British reservists and Chelsea outpensioners—officer paying them reports to pay examiner and forwards parchment certificate and descriptive roll.
- (vii) Meritorious service annuitants under para 357—as directed in I A F Z-2000
- (viii) European civilian employees and pensioners—as directed in I A F Z-2051.

153. Whenever circumstances of any nature occur which in the opinion of the G O C., render a unit temporarily unfit for service of any description, an immediate report, accompanied by a concise statement of the reasons which led to such opinion, should be submitted through the Army Commander to the A G., India Reports of unsuitableness of Corps

154. Should an unusual number of deaths or desertions occur, the commanding officers will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, or the measures adopted for the apprehension of deserters and checking desertion as the case may be Unusual mortality and desertion.

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direct to the M S to the C. in C. " " " " " "

the report will also be sent to the case of command and staff officers of divisions, brigades and stations, also be made direct to the senior staff officer of the army and division

When any departmental administrative officer assumes charge, or is placed on the sick list, the matter will be reported to the next higher departmental administrative authority

156. Immediate reports of all cases of theft or loss of arms and ammunition as detailed below, will be made as directed in I A F Z-2000 — Reports of loss of arms

(a) Complete arms, including bored out muskets, carbines, and fusils issued for sporting purposes, but excluding bayonets swords, etc.

(b) Barrels.

(c) Bolts L. M or L. E

(d) Maxim gun locks

(e) Explosives.

(f) Gun ammunition

(g) Small arm ammunition, including short range ammunition and buckshot cartridges, in cases where more than five rounds are involved

(h) Blank small arm ammunition, in cases where more than five hundred rounds are involved

(i) Fired cartridge cases whether ball or blank, in cases where more than five hundred fired cases are involved. Cartridge cases lost on manoeuvres field days, etc., need not be reported

A copy of the proceedings of the court of enquiry will be forwarded to the Divisional Commander, or in the case of departments to the prescribed authority, viz —

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158. It is the duty of every officer when on leave, whether in India or in England to keep the Divl Comdr or the S of S informed of his address. He will also keep his immediate superior informed of the probable date of his return to duty in order to admit of any necessary orders being sent to the staff officer at the port of disembarkation for communication on arrival Report of changes of address



Similarly, when a unit changes station, the departments of supply and audit on which it is dependent should be kept informed of all changes of address

Reports of  
arrival and  
departure

159 All officers, warrant officers, N C Os and men arriving at, or departing from, a military station, whether on leave or duty, will report themselves to the staff officer without delay for orders. Warrant officers, N C Os and men will report themselves in person, and officers either personally or in writing. They will give the duty on which they have come and the period of their stay.

Officers will similarly report themselves at Army, divisional, or brigade Hd Qrs, if in the station. Departmental officers and subordinates will also report themselves personally to the senior officer of their department.

Lady Nurses M N S will report themselves personally or in writing to the Director, Medical Services in India, Simla, and to the Lady Superintendent, or Senior Nursing Sister at Stations where Nursing Sisters are employed.

At other stations to the S M O

The arrival and departure of officers belonging to a corps at the station will be reported by the O C, and in cases of first arrivals he will give the dates of their first commissions. For arrival reports by officers in command of troops, see A R, I, Vol X.

Reports on  
arrival and  
departure  
Ind a

160 All ranks arriving in or leaving India, except on privilege leave, will report themselves personally (in writing, if sick) to the senior staff officer at the port for orders. They will also enter their names in the "arrival" and "departure" books.

Reports of  
births  
deaths and  
marriages

161 Registers of births, deaths, and marriages (A B 112—114) will be maintained, as directed in the K R, on behalf of all British services officers and soldiers and their families serving in India, by the officers named in I A F Z 2000, who will furnish the Registrar General with the required half yearly extracts therefrom. In cases of individuals for whom local registers are not available the officer under whom the individual is serving will notify on A Fs A 42 (a), A 43 (a), or A 44 (a), each birth, marriage, or death, as it occurs, to the officer who maintains the registers in which such occurrences are to be recorded. Particulars affecting officers of the Indian Army, I M S, continuous service officers of the R A and R E, departmental officers with honorary rank, departmental warrant officers, and their families, are not to be entered in these registers. Such occurrences amongst non departmental warrant officers and N C Os on the U L should be immediately reported to the O C the British unit or other officer on whose rolls they are borne for entry in the registers maintained by the latter, and no registers will be maintained in departments.

#### Responsibilities of Commanding and other Officers

Correctness  
of docu-  
ments

162 Every officer is responsible for the correctness, completeness and punctual submission of indent accounts, reports, returns, or other documents due from him.

Charge of  
Government  
property

All officers must take charge of public property when required by competent authority to receive it. Commanding and other officers are responsible for the care, safe custody, and disposal of all government stores committed to their charge.

Defence  
schemes

162-A General Officers Commanding Divisions and Independent Brigades will cause the schemes for the security of defended ports and internal areas in their commands to be revised biennially. Copies of the revised schemes will be submitted to Army Headquarters on the 1st June in the case of port defence schemes and the 15th September in the case of area security schemes, in the years in which the revisions are due.

163 Every O C is responsible that the clothing and necessaries of those under his command are complete, in accordance with regulations and in good order, that no departure from the scaled patterns is allowed, and that a sufficient stock is maintained to meet requirements. He is also responsible for the discipline, training and efficiency of those under his command, and he will supervise and control the performance of their duties.

164 Officers commanding stations are responsible for the observance of the rules on I A F Z 2062 relating to the prevention of fires. They will see that an efficient fire service is organised, regularly trained, and periodically tested in every corps and that a copy of the rules in English or vernacular, as the case may be, is hung in every guard and barrack room of British and Indian troops. Where station fire engines are authorised they will be placed in charge of the regiment in the centre of cantonments.

165 General and other officers commanding are responsible for the security of buildings, armaments, equipments or other stores in their charge and that they are complete, serviceable and in accordance with the latest pattern and scale also that no deviation from the authorised patterns of stores is allowed without the sanction of the G of I. They will bring to the notice of the authorities concerned all defects, losses and damage from whatever cause arising which they are unable to rectify.

165 A O s C units are responsible that the rules for the handling of explosives contained in Appx XXV are strictly adhered to.

166 They are also responsible that all orders published by superior authority are communicated to those under their command that they may concern. Rules regarding the issue and promulgation of orders are contained in the K R. An order may be cancelled by the authority who issued it but no portion of an order may be erased from an order book without the sanction of superior authority.

167 Every officer charged with the disbursement of pay is responsible that his subordinates receive the amounts due to them. Payment must be made in the presence of an officer whenever practicable. All fines and deductions should be notified in orders and explained to the individual concerned. Every man should examine his account and sign (or affix his seal or mark) the acquittance roll or pay bill payments being attested by the disbursing officer.

168 Sanction to unauthorised expenditure of urgency as do not admit of reference to before the expenditure is incurred (see A I) are therefore warned of the responsibility they incur by the issue of orders entailing expense not provided for by regulations. All such orders must be given in writing.

169 On receipt of any demand not covered by regulations it is the duty of the supplying officer to inform the indenting officer in writing that it is unauthorised and of the cost involved (except in the case of ordnance stores the costs of which must be ascertained by the indenting officer from the audit officer concerned). This refers to issues of stores other than those dealt with in para 765 for which no provision has been made in Army Tables, or in excess of the quantities therein provided. If compliance is still desired the indent supported by J A F A 497 will be referred to the authority competent to sanction it who will if the order involves recurring expenditure fix a limited period (not exceeding one month in the case of rations) during which it shall have effect. On expiration of this period the order must be repeated if necessary.

The "competent authority" is the one within whose financial powers the amount falls, vide A R, I, Vol. III.

Similarly, when a unit changes station, the departments of supply and audit on which it is dependent should be kept informed of all changes of address

Reports of  
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departure

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The arrival and departure of officers belonging to a corps at the station will be reported by the O C, and in cases of first arrivals he will give the dates of their first commissions. For arrival reports by officers in command of troops see A R, I, Vol X.

Reports on  
arriving in  
or leaving  
India

160 All ranks arriving in or leaving India except on private leave, will report themselves personally to the staff officer at the port for orders in the "arrival" and "departure" books.

Reports of  
births  
deaths and  
marriages

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#### Responsibilities of Commanding and other Officers

Correctness  
of docu-  
ments

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Charge of  
for common  
property

All officers must take charge of public property when required by competent authority to receive it. Commanding and other officers are responsible for the care, safe custody, and disposal of all government stores committed to their charge.

Defence  
schemes

162-A General Officers Commanding Divisions and Independent Brigades will cause the schemes for the security of defended ports and internal areas in their commands to be revised biennially. Copies of the revised schemes will be submitted to Army Headquarters on the 1st June in the case of port defence schemes and the 15th September in the case of area security schemes, in the years in which the revisions are due.

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Training discipline and clothing

164 Officers commanding stations are responsible for the observance of the rules on I A F Z-2062 relating to the prevention of fires. They will see that an efficient fire service is organised, regularly trained, and periodically tested in every corps and that a copy of the rules in English or vernacular, as the case may be, is hung in every guard and barrack room of British and Indian troops. Where station fire engines are authorised, they will be placed in charge of the regiment in the centre of cantonments.

Prevention of fire

165 General and other officers commanding are responsible for the security of buildings, armaments equipments or other stores in their charge, and that they are complete, serviceable, and in accordance with the latest pattern and scale, also that no deviation from the authorised patterns of stores is allowed without the sanction of the G of I. They will bring to the notice of the authorities concerned all defects, losses, and damage, from whatever cause arising which they are unable to rectify.

Security of armaments and stores.

165-A O's C units are responsible that the rules for the handling of explosives contained in Appx XXV are strictly adhered to.

Explosives

166 They are also responsible that all orders published by superior authority are communicated to those under their command that they may concern. Rules regarding the issue and promulgation of orders are contained in the K R. An order may be cancelled by the authority who issued it, but no portion of an order may be erased from an order book without the sanction of superior authority.

Issue promulgation and cancellation of orders.

167 Every officer charged with the disbursement of pay is responsible that his subordinates receive the amounts due to them. Payment must be made in the presence of an officer whenever practicable. All fines and deductions should be notified in orders and explained to the individual concerned. Every man should examine his account and sign (or affix his seal or mark) the acquittance roll or pay bill, payments being attested by the disbursing officer.

Payment of subordinates.

Signature of acquittance roll.

168 Sanction to unauthorised expenditure must, except in such cases of urgency as do not admit of reference to higher authority, be obtained before the expenditure is incurred (see A R, I, Vol III). All officers are therefore warned of the responsibility they incur by the issue of orders entailing expense not provided for by regulations. All such orders must be given in writing.

Responsibility for unauthorised expenditure.

169 On receipt of any demand not covered by regulations it is the duty of the supplying officer to inform the indenting officer, in writing, that it is unauthorised and of the cost involved (except in the case of ordnance stores the costs of which must be ascertained by the indenting officer from the audit officer concerned). This refers to issues of stores other than those dealt with in para 765 for which no provision has been made in Army Tables, or in excess of the quantities therein provided. If compliance is still desired, the indent supported by J A F 4437 will be referred to the authority competent to sanction it, who will, if the order involves recurring expenditure fix a limited period (not exceeding one month in the case of rationed stores) which it shall have effect. On expiration of this period the order must be repeated if necessary.

Responsibility of supplying officer.

The "competent authority" is the one within whose financial powers the amount falls, vide A R, I, Vol III.

In cases of urgency when the interests of the State would suffer by the delay entailed by reference to competent authority, the order may be complied with on the personal responsibility of the officer issuing it, and should be at once forwarded for confirmation with an explanation of the circumstances which rendered its issue necessary. If issued on medical or veterinary grounds, the opinion of the highest available medical or veterinary authority should be given.

#### Cash and stores

Transfer of charge of cash stores or records

170 Every officer in charge of government money, stores, or records will, on handing over charge, check the cash, stores, books, secret or other documents in his custody in company with the officer who relieves him. A transfer of charge will always take place when an officer proceeds on any duty on which he ceases to hold a lien on his appointment, or when he proceeds on leave out of India (other than privilege leave unless he intends to retire while on such leave). In other cases an officer need not formally make over charge, provided he holds himself responsible for the acts of his *locum tenens*.

The relieving officer will take all necessary measures to satisfy himself that the cash and stores correspond with the ledger balances, that the books and records are complete and correct, and will then sign the necessary transfer certificates (I A F Z-2081). Any omission to furnish these certificates renders the relieving officer responsible for his predecessor's liabilities. Lists of all damaged property and discrepancies will be made out (I A F Z 2098) and attached to the transfer certificates. The officer giving over charge will place on record confidentially such information regarding the character and qualifications of those under his command and other matters connected with his charge, as may be useful to his successor. (See also para 793.)

171 Should any difference of opinion arise between the officers giving over and receiving charge regarding the condition, description, or quantity of stores, a board will be assembled to report on the causes to which, in its opinion, the discrepancy is due. The proceedings in triplicate to the

Procedure in case of discrepancy

Procedure if an officer dies before relief

172 If an officer who is in sole charge of government property dies before being duly relieved, it will be the duty of the senior officer on the spot to at once take over the cash, and stores on charge, and to provide for their security. When the direct transfer of public stores (other than those in charge of a department of supply) between the officer in charge and his successor is impracticable, the O C the station will take them over and complete the transfer. In the case of a corps leaving India before relief, this rule will apply only to those stores that are not returned to departments (see para 876).

173 Whenever cash stores, or documents are transferred from one charge to another, a temporary receipt should be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

174 Every officer is bound to take charge of and is responsible for such public regimental and other funds as are entrusted to him. He will see that they are expended in strict conformity with regulations and he must keep such records of his monetary transactions as may be prescribed. Public funds (see A R, I Vol II) and regimental funds (see App XIX) must not be kept in an officer's own possession or deposited to the credit of a private account but are to be deposited in the authorized treasure chests or as hereinafter stated in a bank or invested in Government paper. Public funds (see A R, I, Vol III) when banked must with the previous consent of the C M A be deposited in a Presidency bank.

Temporary receipts to be taken.

Custody of public funds

or branch thereof Regimental funds (see Appx XIX) may be invested in Government Paper, or, with the previous consent of the C M A, may be kept in a presidency bank or branch thereof, or subject to the rules reproduced in Appx XIX A, may be kept in other banks

Authorized regimental funds (Appx XIX) Army Institute Funds, and the funds of volunteer corps may be invested in Government Paper, or, with the previous consent of the C M A, be kept in a presidency bank, or be kept in any other bank subject to the rules reproduced in Appendix XIX A

Officers Comdg Indian Units may, however, in exceptional circumstances and at their discretion grant advances from regimental funds to Indian Officers and other Indian ranks In such cases Comdg Officers should protect themselves by proper safeguards in regard to amount, duration if necessary, interest

175 Private deposits in station or regimental treasure chests are ordinarily unauthorised, but when the O C the station considers it necessary they may be received at the depositor's risk The employment of native bankers except in batteries of Artillery is prohibited

176 The O C a corps or department will take such measures as will ensure the security of treasure chests, and issue the necessary instructions regarding deposits, withdrawals and the custody of the keys. Treasure chests of troops will be kept in quarter guards, securely attached to the wall or floor Departmental treasure chests will be kept in the place appointed by the O C

#### Indents

177 Every indenting officer is responsible that his requirements are foreseen as far as possible, that his demands are put forward on due date, and that they are framed with economy and with a due regard to the requirements of the service Ordinary indents are those provided for by regulations, emergent indents may be for authorised stores submitted on other than the prescribed dates or for unauthorised supplies When stores are demanded by telegram an indent on the prescribed form must be submitted by post a cross reference being made to the telegram concerned to avoid the possibility of a double issue being made

178 Every indent is to be made out in duplicate triplicate in the case of supplies by the Ordnance Department, on the proper form and in accordance with the prescribed nomenclature, but indents are not to be returned for mere errors of form provided there is no doubt as to the nature of the demands In the case of indents on arsenals and depôts separate sheets will be used for each internal store charge as detailed under symbols V A to V K in Appendix XI A

All information necessary to facilitate compliance with the demand (eg, the quantity of stores on hand or under supply, purpose for which the supplies are required authority for their issue strength of troops, size rolls incidence of cost, etc ) must be afforded with the indent

In the case of Ordnance stores allowed annually, whether expendable or non expendable the number on charge (column 3 of I A F Z-2091) must always be shown as in the case of other demands and deducted from the annual allowance Indents for replacements under para 838 also for annual allowances of stores of a non expendable nature (see para 204) are to be supported by I A F Z 2098 in duplicate These will be returned by the Ordnance department with orders regarding the disposal of the unserviceable stores

Indents from corps for stores from each arsenal store charge (as laid down in Appendix XI A) will be submitted in triplicate on separate sheets But when the indent involves the filling up of many I

A I's Z 2091, the full heading need only be entered on the first form, the signature and date on the last form. On the top of the intermediate forms and on the last form only the name of the corps need be inserted above. Separate sheets for each arsenal division are not required when using I A I' Z 2098.

Responsibility of indenting officer

An officer may ordinarily indent only for authorised stores in authorised quantities, and his indent will be complied with on his personal responsibility. He will be held liable for the values of over-issues, which will not be received back by the supplying department without the sanction of the G O C division or independent brigade and credit for their value will be at once enforced by the M A Dept. The supplying officer will be responsible that the class of stores is admissible by regulation, and that the amount is correctly calculated in accordance with the data furnished on the indent.

Responsibility of supplying officer

Indents how signed

Action of supply officer

Every indent must be signed by the officer making it and not by a subordinate.

179. On receipt of an ordinary indent the supplying officer will check and correct it, if necessary, and comply with the demand without delay as far as it is possible to do so, noting on the indent the date of supply. If he is unable to comply with any part of the demand within a reasonable time, he should inform the demanding officer of the reason and of the probable date of supply. It will rest with the demanding officer to state if this delay will cause serious inconvenience to the public service. Any unreasonable delay should be brought to the notice of the Divl Comdr.

Indents by officers not in direct receipt

Emergent if to be

180. All ordinary demands (except for rations) by units and detachments which are not in direct account with the audit department should be forwarded through the O C the unit for countersignature.

181. An emergent indent, whether for authorised or unauthorised stores is only to be put forward when stores are urgently required (see also paras 168, 169). A full explanation as to the necessity for the demand must be given, and, in the case of unauthorised stores, the indent will be submitted (through the supplying officer, when possible), to the O C the station for countersignature.

Payment in route

182. Payment indents may be —

Class I, from troops, government servants, port trusts, or guaranteed railways.

Class II from municipalities, and private persons (not applicable to medical stores).

Class III, from native states.

No stores except such as are specially authorised under regulations, are to be sold to private individuals. In cases of emergency, or when there is not sufficient time to purchase the stores from private sources, the supply on payment of "unauthorised" stores to Government servants may be allowed by the administrative officer at his discretion. Payment indents for unauthorised supplies from other classes named above also require the sanction of the administrative officer concerned. Indents from the police, telegraph, public works, and marine departments must be countersigned by the administrative local heads of those departments. Medical stores indents from medical institutions independent of Government must be approved by the local I G of civil hospitals.

Class II and III indents if for arms or ammunition, require the previous sanction of the G of I. The cost of payment issues will be covered as directed in A R, I, Vol III. The state is not liable for any damage or deterioration of payment issues while in transit.

183. Payment indents may be submitted at any time (on the 1st of the month ordinarily once a quarter only) and must be so endorsed.

They should be in suitable form in the case of infants on the O. D., which should be in quadruplicate and in the case of the S. and T. Corps in duplicate and must not include articles to be supplied free. Payment infants for articles which may be supplied on payment, may be completed with, if the stock allows without further reference.

184. All government stores should ordinarily be despatched by the cheapest route and mode of carriage, but, when necessary, may be sent by any more expensive method on the order of the competent financial authority. In emergency cases, the sanction of the competent financial authority may be anticipated.

Note.—When a request is made by any individual to whom stores are under supply that they should be sent by other than the cheapest route and mode of carriage, it devolves on the individual making the above request to obtain the sanction of the competent financial authority, and not on the Government or commanding officer.

184-A. Infants submitted to an agent for government stores must be accompanied by the despatch of government stores by sea must include an approximate valuation of the stores, in round numbers, for statistical purposes.

184-B. Units in an Arsenal station must make their own arrangements for the removal of stores under supply to them, and must grant receipts at the Arsenal.

184-C. All consignments of arms and ammunition for units in the Derajat Brigade will be despatched by passenger train, and 24 hours prior to the despatch a telegraphic intimation will be sent to the addressee informing him of the nature and weight of the stores, and probable time of arrival at Darya Khan as ascertained from the Railway officials at Rawal Pindi.

Except in very exceptional circumstances no arms or ammunition will be consigned to the Derajat Brigade between the 15th April and 15th October.

185. All stores under issue or return must be suitably packed (packed in the manner) as containing arms, important components (see para 867), or ammunition cases when returned in other small arm ammunition boxes, being sealed in four places, and the seals protected in counter-marks, and each package must be indelibly marked in print, or otherwise, with the gross weight, contents (for stores other than those of Ordnance Department supply), serial number of the case, number of the delivery voucher, office of issue and address of the consignee. Every package should contain a packing note (I. A. F. Z-2096 or Z-2097) giving a full list of contents and the name of the packer or in the case of explosives a packing label. When several consignments of similar stores are despatched at about the same time, they should be packed separately.

When packed separately, bottles, buried in chaff, sand, or sawdust, (which must be only three-fourths full) and sulphuric acid must, however, be packed in ashes free from cinders, or in sand or dry earth. They should be packed in accordance with the instructions contained thereon.

186. In the Majesty's Imperial Z-2090) will be the instructions contained thereon.

187. When the consignee is off the line of rail and through booking is not practicable, the stores will be consigned to the S and T Corps at the terminal station, or will be despatched through that department, receipt and delivery vouchers being sent to the consignee as usual.

\* Despatch by road, river, etc.

Packing note.



188-189 on the line of rail, or if through hooking all either issue, or apply to the S and T. T 1711) for the total weight of the con

argument, and despatch the stores in charge of a trustworthy person to the railway station where the weight will be checked, and the rates filled in by the railway. The railway receipt will be at once forwarded to the consignee together with receipt and delivery vouchers giving the authority for the despatch of the stores, and a letter of advice if necessary.

Checking consignments of stores

188-A. To enable the consignee to check a consignment before giving a clear receipt to the railway authorities, when stores, especially camp equipage, are under despatch by rail, the credit note (I A F T-171) which is followed in making out the railway receipt) must show the number and contents of bundles and cases, and the total weight of the whole number of each description of packages, e.g., 94 bundles G S tents, 127 maunds, 26 bundles poles, 31 maunds, 2 cases lanterns 3 maunds, 43 wallets, loose, etc

Non receipt of vouchers

189 If the stores arrive before the railway receipt, they can be taken over on an (unstamped) indemnity bond. The consignee will take the necessary steps if the stores do not arrive within a reasonable time after he receives the railway receipt. If the stores are unaccompanied by receipt and delivery vouchers, or authority, these should be called for and the stores will not be taken on charge, but held on deposit at the risk of the consignor.

Payment issues sent bearing

190 Issues made on payment which are not entitled to be sent at government expense must always be sent "bearing," except in the case of medical stores which will be despatched by prepaid credit note and the cost recovered. If the consignor has to make any cash payment in advance, the amount must be recovered from the consignee in the usual way by a valuation statement. Payment issues to private persons will not be despatched till paid for.

Except in certain cases

191 Except in the following cases (unless otherwise prescribed in A R, I, Vol III) the cost of carriage on payment issues is payable by the consignee —

British troops, Indian Defence Force, Indian infantry and Imperial Service troops, on all stores for regimental use

Indian cavalry on articles of equipment kept up at the public expense

Departmental warrant and N C Os on any article of authorised equipment and ammunition also on articles of personal clothing required by Non commissioned Officers and soldiers in receipt of, or eligible for, clothing allowance

Receipt of stores

192 On receipt of intimation from the carrying company that stores are awaiting delivery the consignee will detail a trustworthy person to take them over. He will satisfy himself that the weight of the consignment agrees with that on the railway receipt, that the seals, if any, are unbroken and that the packages have not been opened, tampered with, or damaged in transit.

Procedure in case of discrepancies

193 In the event of any discrepancy in weight, or if any damage is apparent, delivery will not be taken until the package or packages have been opened and examined by him, the representative of the carrying company.

signed by the consignee and the representative of the carrying company will be endorsed on the receipt, before it is given up, and also on the packing note.

If the consignment or any part of it tallies with the receipt and is apparently in good order, the consignee, after having taken delivery thereof will, with the help of a senior regimental officer if necessary,

compare the contents of each package with that recorded in the packing note. He will also check the whole consignment against the receipt and delivery vouchers, and, if correct, sign the receipt voucher and return it to the consignor. If there is any delay in the return of the receipt voucher, it is the duty of the consignor to call for it. If, on examination, any of the stores are found to be broken, deficient, damaged, or unserviceable, the fact will be noted on the voucher and the loss or damage will be investigated as prescribed in A R, I, Vol III, and dealt with by the competent financial authority, reference being first made to the consignor if it appears that the goods have been incorrectly invoiced. If the latter declines to accept responsibility the matter must be referred, with his explanation, to the G O C, who will forward the case to higher authority if unable to dispose of it.

194 In the case of stores supplied locally, indenting officers must satisfy themselves at the time of delivery that both quantity and quality are correct. Any difference of opinion will be referred to the G O C the station, whose decision will be final. Stores supplied locally

195 When supplies are received from contractors, or by agency, they will be compared with the scaled pattern, but should not be condemned for slight or unimportant deviations therefrom. If not up to standard and the supplier refuses to replace them, the matter should be at once referred to a station board composed of officers of experience, unless otherwise provided for by the deed of contract. The decision of the board when confirmed by the Bde Comdr is final. Stores received from contractors.

196 All stores should be indelibly marked so that their origin may be traceable and that they may be readily recognizable as government property. Wooden, metal and leather articles should be marked with a stamp, and textiles with paint. When issued they should, if possible, be marked with the date of issue, and the mark of the supplying department. Unserviceable articles which are sold complete, and all stores which are issued on payment and thus cease to be government property, should be marked before sale or issue, accordingly. Marking Government stores and animals

All government animals, except elephants, will be branded, those of departments under departmental arrangements (see para 718).

196-A Small arms (including barrels) of service patterns privately purchased can be examined by the Inspector of Guns and Rifles, Ishapore, on payment (Ro 1 for arms and As 8 for barrels), if required for use at Rifle Meetings.

The object of viewing such arms is to ensure that they are of the same pattern as Government arms and do not confer any undue advantage on the user. The inspection is no guarantee as to the quality of material or standard of workmanship of the rifle.

If passed the arms will be stamped with the "Viewer's marks."

197 Every officer in charge of government arms, stores furniture, equipment, clothing or necessities, is responsible that stock is taken periodically. Departmental officers will be guided in this respect by the rules laid down by the head of their department, who is responsible that stock is taken as often as may be necessary to protect the State from loss. Stock to be taken periodically

The condition of all stores should be noted on taking stock and steps should be taken for the repair or disposal of all repairable or unserviceable stores. All surplus stores should be at once brought on charge, and all discrepancies should be investigated and adjusted, vide A R I, Vol III. All scales and weights should be tested previous to stock taking.

198 Stores imported through the India Office will, on receipt, be at once surveyed and checked against the prescribed documents. If rejected on account of inferiority, or as not corresponding with pattern, Stores imported through the India Office

they will not be sold until a reference has been made to the India Office through the head of the department concerned. If of trifling value they may be sold under the orders of the G of I, and a full statement of defects quoting the number and date of the invoice and consignment, with samples of the rejected articles, will be sent to the S of S for orders. When there are any discrepancies, a list of them will be forwarded to the examiner of accounts concerned on I A. F. Z-2098.

**Invoices** 199 India Office invoices and packing accounts are dealt with as follows —

- (i) In the case of the S and T Corps and Medical Dept invoices are sent by the M A Dept to the Divnl Comdr and medical store keeper, respectively, for information as to the rates and return. Invoices of stores landed at Karachi, are received by the Officer in charge Supplies, Karachi, through the Chief Collector of Customs in Sind, Karachi, and are transferred by the former to the M A Dept after he has taken the necessary action to recover any amount due on account of damaged or deficient stores.

The Accountant General, Bombay, will similarly deal with invoices of stores landed at Bombay.

The non receipt of, or discrepancies in invoices will be reported to the India Office by the C M A concerned or E O F Accts.

- (ii) (i) Packing accounts will be forwarded to the consignee by the officer landing the stores.

- (ii) (ii) The original copy of the packing account will be retained by the consignee as his permanent office record, but whenever called for, it must be furnished to the Military Accounts Department for reference and return.

- (ii) (iii) The duplicate copy of the packing account, duly receipted, will be forwarded to the audit officer concerned who, after comparing it with the invoice received from the Director General of Stores, India Office, and noting on the invoice any discrepancies found between the packing account and the invoice, will forward the packing account to the officer landing the stores (in the Western Circle to the Officer in charge Supplies, Karachi, and to the Accountant General, Bombay, for stores landed at Karachi and Bombay, respectively) for transmission to England.

**Note** —The duplicate packing accounts of military publications sent on from Bombay by the Superintendent of Stationery will be returned to that officer by consignees.

**Surplus or  
obsolete  
stores**

200 Officers in charge of clothing and stores are to guard against the accumulation of such as are obsolete or surplus to the authorised proportions. Surplus stores in one division may, under the orders of the administrative officer concerned, be transferred to meet a deficiency in another, due regard being given to the cost entailed by transfer. In the case of the Ordnance Dept, stores required for early issue or manufacturing purposes, may be transferred between establishments as required under arrangements made by executive officers on I A. F. O 1401. Stores do not necessarily become obsolete by the introduction of later patterns, and announcements in India Lists of Changes are not to be regarded as authority for the demand, issue, or condemnation of stores, unless special orders on those points are contained therein. No indent is to be put forward for the supply of stores the issue of which is sanctioned by such announcements until notice has been given in Divisional or other orders that the Ordnance Department is prepared to meet the demand.

Those stores and clothing which have been longest in charge, or put worn articles that are serviceable, are invariably to be issued first and must be accepted by corps until no longer fit for use. If an officer, who receives put worn stores as serviceable comes to them unduly deteriorated with reference to the period they have been in use compared with that of normal or probable duration, he should bring the matter to notice. Stores are not to be condemned simply because they have lasted the prescribed period nor until they are unfit for use. When surplus stores are in charge of units application should be made to the supplying officer for permission to return them. Surplus and unserviceable stores in charge of supplying departments should, under instructions from the administrative officer, either be brought into use, or sold to the best advantage locally or in England.

201 Unserviceable government stores which cannot be safely sold such as small arms, ammunition, components and armourers' tools, will be broken up with such precautions as will ensure their complete conversion to scrap. All metal parts, or mountings of unserviceable accoutrements and harness and saddlery, etc., will be returned by units to the arsenal or which dependent. Any mountings found fit for further use will be returned in arsenals and issued to units as necessary in satisfaction, or in part satisfaction, of their annual demands for similar articles for repair purposes.

202 When stores are repairable they will unless otherwise provided for, be repaired by regimental or departmental artificers. If they are condemned as unserviceable or are beyond the power of the unit to repair, they will be returned (except public clothing which is dealt with under the rules in A R, I, Vol XI) on I A F Z 2006 to the department of supply\* (except such stores as are supplied to military hospitals by medical store depots which are likely to realize anything by being sold and which should be handed over to the S and T Corps to be sold by public auction). They will then be departmentally surveyed, and, if the defects be due to fair wear and tear, they will be repaired or otherwise disposed of; if due to any other cause, the action prescribed in A R, I, Vol III, for dealing with loss or damage will be followed. School books and materials will always be repaired regimentally. Articles supplied by the S and T Corps, will on condemnation, unless ordered to be destroyed on sanitary grounds, be made over to that department for disposal. If possible, they will be utilised departmentally.

The sanction of the Dist Transport officer will be obtained on I A F Z 2038 to the retention of any articles of gear condemned by transport units that can be economically utilized in the repair of other articles.

The reasons for the retention of condemned gear should be entered on the form.

203 When animals or unserviceable stores are ordered to be sold they should be entrusted to a respectable firm for auction at a fair rate of commission. Due publicity must be given to every sale and no individual of the department or unit concerned may bid for or buy any animal or stores. A representative of the department should attend, and may stop the sale if fair prices are not being realised. Articles which are bought by weight and metals should similarly be sold by weight. No commission is admissible to a government servant who may be required to act as auctioneer.

Writing  
stores off  
charge

204 Stores lost, destroyed, or deficient from any cause, will be written off charge on a loss statement (I A F A-498) in accordance with the rules in A R, I, Vol III. Stores other than Ordnance stores periodically condemned under para 838 as worn out by fair wear and tear will be written off charge on an expense voucher I A F Z 2096. Indents for annual allowances of stores will be supported by I A F Z-2098 quoting in the case of expendible stores the expense vouchers on which similar quantities have been written off and in the case of non expendible stores, showing similar quantities as unscrviceable. Ordnance stores condemned under para 838, as worn out by fair wear and tear, also annual allowances of Ordnance stores of a non expendible nature, will, after receipt of orders from the O D, be written off on I A F Z 2096, supported by I A F Z 2098 (see para 178). Expendible stores except those petty stores which are not accounted for in ledgers (see I A F O 1347), will also be written off on I A F Z 2096, but without reference to the Ordnance Department.

Disposal of  
packing  
materials.

205 All empty packing cases and other packing material received by units from the S and T corps, clothing stationery or medical store department, which are not required for the onward despatch of stores, are to be made over to the local S and T officer who will grant receipts. Rum casks must be accounted for and returned to the supplying department. Ordnance packages and packing material should be retained as long as there is any reasonable prospect of the unit or other units in the station utilising them for the return of stores to the arsenal. Otherwise they should be handed over to the nearest Supply and Transport officer for utilisation to the best advantage, the consent of the supplying arsenal having first been obtained (see para 861). This does not apply to the arm chests and explosive packages which must always be returned to the arsenal. All packing over 1 c ft must be accounted for. Supplying departments will sell by auction such packing materials as cannot be utilised, and credit the proceeds to Government.

Exemption  
from octroi

206 Stores accompanied by a prescribed voucher with a certificate endorsed thereon by the proper officer to the effect that they are the property of Government at the time they are brought into municipal limits, are exempt from octroi.

#### Leave and Furlough

##### General instructions

All leave  
subject to  
exigencies  
of the  
service

When not  
admissible.

207 No leave or furlough is to be granted unless the exigencies of the service admit of it, and no officer will recommend the grant of leave until he has satisfied himself that the applicant's services can be spared. The responsibility for the grant of leave in each case rests with the sanctioning authority, see Appx II, but leave on p a is not ordinarily admissible to any staff or regimental officer on first appointment until he has completed ten months' continuous service in his appointment. An officer who has been provisionally promoted will not be granted leave out of India, except on m c, until he has passed the examination concerned. The same restriction applies to an officer of the British service below the rank of field officer, who when being senior of his rank, is not qualified for promotion to the next higher rank. Neither the Divl or Bde Comdr (nor O C station) and his staff officer nor the commandant and the second in command of a unit, should ordinarily be absent together.

Leave to  
proceed to  
base of  
operations

207-A An officer is not to be granted leave to proceed to the base or to any station or place garrisoned by troops belonging to a field force, either during the progress of the operations or during the period of preparation whilst the expedition is being organised.

**208** All leave (including combined leave—but excluding furlough or Out-of-leave  
begins and  
ends. general leave taken under the 1868 or 1875 rules—for which see A R, 1, Vol 1), whether in or out of India commences on the date an individual is struck off duty, which is the date of relief if relieved in the forenoon, or the date succeeding that of relief, if relieved in the afternoon, and terminates on the date preceding that of rejoining, if he rejoins in the forenoon, or the date of rejoining, if he rejoins in the afternoon, the only exception being in the case of leave out of India on medical certificate (other than leave on m c, taken in the form of combined leave) when the precise amount recommended by a medical board to be necessary reckons from date of embarkation, the period of leave prior to embarkation being treated as leave in India. But if a Sunday, Thursday, Christmas Day or Good Friday falls on the day immediately preceding that on which the period of leave begins, or follows that on which the leave terminates, an officer may leave his station at the close of the day before, or return to it at the end of such holidays, provided suitable arrangements are made for handing over or taking over duties and no extra expense to the State is caused. The report of an individual's return to duty cancels any unexpired portion of leave. This rule is applicable to all ranks, including departmental and non departmental unattached list and regimental ranks.

**208-A** Charge of an office may not, without the previous sanction of the Government of India be relinquished or resumed by officers visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave.

**209** Except under the rules of 1868 and 1875 leave or furlough may be spent anywhere but an officer desiring to change the country to which his leave was originally granted must obtain permission to do so, if in India or the colonies, from the sanctioning authority, and if in England from the S of S for India (or War). Change of  
country

**210** It is the duty of the transmitting officer to satisfy himself that proper arrangements are proposed for the discharge of the applicant's duties that the application is in order, and that the reasons in urgent cases are sufficient. Duty of  
transmitting  
officer

**211** An officer or warrant officer cannot be permitted to leave his station in anticipation of the grant of leave by superior authority, except in very urgent cases or when recommended for leave by a medical board. In such a case no period of leave will be named but the local order will be worded as follows —“ No — The undermentioned officer is permitted to proceed to — on the recommendation of a medical board very urgent private affairs in anticipation of the leave furlough which will be hereafter granted to him by the —,” and the application endorsed accordingly should be at once forwarded to the sanctioning authority. Sanction to  
leave may  
not be  
anticipatory

**212** An order granting leave or furlough out of India is valid for three months.

**212 A** When leave is granted to an officer who will revert to the Home establishment without returning to India, the order must state in all grants of leave on m c and in other cases unless it is especially desired to give the officer the full benefit of his leave, that the reversion will take place upon the expiration of the leave or from the date upon which he is succeeded on the Indian establishment, whichever may happen first. When the officer is to be given the full benefit of his leave the order should state that his reversion will take place upon its expiration. Reverts on  
to home  
establishment  
from  
leave.

**212 B** If an officer recommended for leave out of India on m c is found to have taken an undue amount of leave in the past on account of his health, and in every case (including cases of mental disorder and

cases in which the disability is due to intemperance or other cause within the officer's control such as the drug habit, etc.) in which the medical officer reports received raise a doubt as to the possibility of an officer becoming fit for further service no specified period of leave is to be granted. Such cases are to be specially reported to the Commander-in-Chief in India the officer being merely permitted to proceed on medical certificate leave, with orders that if proceeding to the United Kingdom he should report to the War Office or India Office as the case may be. If not proceeding to the United Kingdom, he should be informed that he is permitted to leave India pending receipt of orders from the Secretary of State or from the War Office to whom his case will be represented.

Vacation of  
appointment  
in it  
Leave  
season

213 An officer proceeding on leave (see definitions) vacates a acting appointment that he may hold

214. Privilege leave and leave on parole is ordinarily restricted to the leave season, which is from the 1st April to 15th October, except for officers of the M. W. S., medical, and veterinary officers, and those stationed in Baluchistan or Zhob or in the hills in the winter

Procedure  
when on  
duty  
during  
leave

215 If it be necessary to place an officer on duty while on leave, the order should state the period of such duty, and whether any extension of leave is granted in consequence. No period of duty can be added to combined leave for eight months. If the latter leave is for less than eight months such period of duty can only be added to it as will not cause the maximum amount of combined leave admissible, viz., eight months, to be exceeded.

Penalty  
for over-  
staying  
leave

216 If an officer overstays any leave or furlough granted to him, full explanation, supported by the necessary certificates, is to be forwarded to the authority who granted the leave, who will deal with the case as a matter of discipline.

The following penalties must be enforced —

- (i) If the overstay was intentional, such as reckoning on a steamer arriving in advance of her advertised date the penalty is loss of service and pay for the period of overstay.
- (ii) If the overstay was due to carelessness or neglect but unintentional, such as booking by a non-privileged line, the penalty is loss of pay for the period in question.
- (iii) If the overstay was due to a cause beyond the officer's control and purely accidental, such as sickness rendering him unfit to travel, or the detention of a privileged steamer, he may be granted leave or furlough, if admissible, with pay to cover the period of overstay. If leave is not admissible, no pay will be passed.

But an officer (other than a regimental officer not extra-regimentally employed) who has not received orders within two months of the expiration of his leave as to the station at which he is required to rejoin and who disembarks at an Indian port within the period of his leave, will be held to have rejoined, and may then be granted a short extension of leave to enable him to reach his new station, such extension will not involve the conversion of combined leave into ordinary leave.

The companies whose steamers are "privileged" for the purpose of the Act are,—The Peninsular and Oriental Steam Navigation Co., British India Steam Navigation Co., Hall Line (Hermann's), City Line (Hermann's), Austrian Lloyd Steam Navigation Co., Messageries Maritimes Co., Biffy Line, North German Lloyd Steam Navigation Co., Italian Pacific Line (Italian Central Steam Navigation Co.), P. Henderson Line (British and Burmese Steam Navigation Co.), and Anchor Line.

217. No extension of leave on p a can be claimed as a right Any extension of privilege leave or combined leave, except for less than ten days under para 216 (in) or when an officer on passing the examination for admission to the Staff College, Camberley, is granted an extension of combined leave beyond 8 months up to the date on which the session at the college begins involves the conversion of the whole into leave or furlough. Officers of the British or Indian services, joining the Staff College, Camberley, from privilege leave, or who may be permitted to retire, resign, reside in or out of India on becoming unemployed or are transferred to the Imperial or Colonial establishment or to the half pay list during or at the expiration of either their privilege or combined leave will not be required to convert their leave into ordinary leave

218 Any overstayal of recreation leave involves its conversion into district leave, and an overstayal of district leave may be converted into general or privilege leave at option

219 Privilege leave counts as duty, may be taken in instalments and spent anywhere. No extra expense to the state shall be involved other than such travelling expenses of the *locum tenens* in the case of a staff officer, as may be sanctioned from the special grant for the purpose

In all other cases the officers availing themselves of privilege leave are liable for the travelling expenses incurred by officers appointed to officiate in their absence

NOTE — "Staff officer" means for the purpose of this paragraph the appointments of Military and Assistant Military Secretary and those included in A R, I, Vol II, App XXIX and XXX, except S S Os 2nd class

220 Sixty days' privilege leave in the year may be granted at the discretion of the sanctioning authority (see Appx II), to all officers in military employ (except the C. in C India) including members of the M N S, departmental officers with honorary rank, and permanent

admissible to an officer  
in the Indian Brigades, in Zhob  
and Gilgit, and within the territorial limits of the Civil Province of  
Assam

221 Accumulated privilege leave for ninety days may be granted after 33 months' duty, which need not be consecutive, to those who have not taken any privilege leave within the period covered thereby. If accumulated privilege leave extend from the year in which it was granted to the next, the officer may, after rejoining, be allowed his ordinary privilege leave for the year. Accumulated privilege leave may be taken in instalments, but the last instalment must be commenced in the same year in which the first is taken, otherwise the portion not availed of will lapse

221-A Indian Service officers including continuous service R A and R E officers, on return to India from duty under the Imperial Government (other than duty with their regiments in the Colonies), are eligible for accumulated privilege leave earned by them prior to departure from India. This duty will not count as qualifying service for privilege leave except with the specific sanction of the Secretary of State

Any leave (other than any taken under Indian Regulations) of the nature of privilege leave which may have been granted whilst on such duty shall not be deducted from the amount of privilege leave due on return to India

222 An officer departmental officer with honorary rank or warrant officer, including a member of the Assistant Surgeon branch of the I S M D serving under the Indian Military Leave Rules (see Definitions) may be allowed in place of leave otherwise admissible to



combine any privilege leave due to him with leave on private affair or on medical certificate

Combined leave may be spent in or out of India and may be granted at any period of the year at the discretion of the sanctioning authority. This rule applies also to officers of the British Service other than those serving on the staff

Officers in  
civil  
employ

223 Military officers and others in civil employ are entitled to leave as under —

(a) Officers subject to civil leave rules —

(i) Privilege leave of other kinds under Chapters XI, XII and XIII, C S R

(ii) Combination of privilege leave and leave of other kinds subject to the conditions and limitations of Art 233, C S R

NOTE—The leave of the Chaplains of the Church of Scotland attached to Scottish Regiments is regulated by Chapter XXVII of the C S R

(b) Officers subject to military leave rules —

(i) Privilege leave under Chapter XII, C S R, Examination leave may also be granted in certain cases under the regulations in this Chapter

(ii) Special leave under Art 316, C S R

(iii) Other leave under the military rules to which they are subject

(iv) Combination of privilege leave under (i) with (ii) or (iii) subject to the conditions and limitations in Art 233, C S R, but the period of absence from duty with pay must not exceed two years (see A R, I, Vol I)

NOTE—The combined leave of an officer of the Indian Medical Service holding a civil administrative appointment is regulated by para 226 (c)

(c) Departmental officers with honorary rank, Warrant, and A

(i) Privilege leave under Chapter XII, C S R

(ii) Other leave under the military rules to which they are subject

(iii) Combination of (i) and (ii) subject to the conditions and limitations of Art 233, C S R, but the period of absence from duty with pay must not exceed 2 years (see A R, I, Vol I)

(d) Civilian employes, and clerks under Indian Service Rules —

(i) Privilege leave under Chapter XII, C S R

(ii) Other leave under Chapter XIV, C S R

(iii) Combination of (i) and (ii) subject to the conditions and limitations of Art 233, C S R

1st M. D  
leave

No medical pupil is entitled to privilege leave till he has passed his examinations

Recreation  
leave

224 Commanding officers may grant recreation leave up to three days to the classes named in para 220 serving under them. The grant must be reported to the station staff office. The same leave is granted to staff and commanding officers by the O C the station

District  
leave

225 Temporary or district leave not exceeding ten days may be granted to the classes named in para 220, by the O C station if serving under his orders, by ordinance officers and superintendents in the same manner as for privilege leave. The same leave is granted to them, in a similar manner, by the O C the station.

Leave to  
staff  
etc. etc.

Leave to staff etc. etc. may be granted for tournaments with their regiment or teams the duration of the leave may, if necessary, be extended for such period in excess of ten days as will cover the time occupied in proceeding to and returning from the meeting.

226. The leave of an officer holding a commission in the Indian Army of limited tenure may be taken in instalments, and an instalment may be combined with privilege leave; but absence from duty for longer than eight months consecutively (whether it includes privilege leave or not) or any grant of leave in excess of the above-mentioned eight months' leave in all during the period of tenure of appointment, will involve its vacation.

- (a) An officer of the British\* service.
- (b) An Army, Divl. or Rde. Commander, Inspector of Artillery, Divisional Artillery Commander, D. G. M. W. and D. G. of O.
- (c) An officer of the I. M. S., holding a civil administrative or a military administrative staff appointment (except Aden Brigade); the P. V. O., India, and I. V. O.
- (d) Non-continuous service R. A. officers, ordnance department. For officers on probation, see item 1, Appendix II, A. R., I, Vol. IV.
- (e) All officers holding major generals' appointments.

A D M S (A S)  
Surgeon to H. E. the Com-  
mander-in-Chief  
Surgeon to H. E. the Viceroy  
Surgeon to H. E. the Gover-  
nor of Bombay  
Surgeon to H. E. the Gover-  
nor of Madras  
D A D M S (Mobilisation)  
D A D M S (Sanitary)

Administrative medical officers of the British Service, and executive officers of the Royal Army Medical Corps holding the marginally noted appointments are also eligible for leave under the provisions of this paragraph under the following conditions

- (i) If an administrative medical officer has taken the leave in two or more instalments, and on the last occasion exceeds the total period admissible, only the last instalment will be converted into ordinary leave under Indian Staff Rules (paragraph 344, Army Regulations, India, Volume I). If the leave is taken in one instalment and is exceeded, then the whole will be converted.
- (ii) Administrative medical officers will no longer be eligible for leave under British Service Rules, except in case of necessity due to ill health.
- (iii) Free passage will not be admissible to administrative medical officers, even if the leave is changed into leave on medical certificate.
- (iv) If executive medical officers exceed the leave admissible, they will revert to ordinary executive duty, the period of leave being converted into ordinary leave.
- (v) The Staff rules leave allowances of executive medical officers will be regulated by paragraph 344, Army Regulations, India, Volume I.
- (vi) Should the leave granted an executive medical officer be converted and extended on medical grounds, free return passage to India will be admissible.

227. A medical board should not ordinarily recommend leave out of India on medical certificate for more than eight months in the first instance for any officer invalided to England whether of the British

Sick leave  
out of  
India.

\* years' service in the Supply and  
at of leave during that period,  
so includes non-continuous R. E.

These officers come under the

service of the Indian Army, or of the Native Indian Land Forces. In cases in which the medical board have no doubt that a period longer than eight months is necessary to effect recovery, or consider that return to India within eight months would be undesirable for climatic reasons leave out of India not exceeding twelve months may be recommended.

To lady nurses.

228 A lady nurse may be granted leave on m.c. either in or out of India up to a maximum of twelve months in one five years' term of service, and six months in every other term. This leave will count as service. The periods of six months' leave may be extended on the recommendation of a medical board for a further period not exceeding six months, on the condition that the period of extension shall be reckoned as service but that it shall be deducted from the leave authorised under para 245.

An officer to make over his duties at once.

229 When a British officer, including a departmental officer with honorary rank, warrant officer, non-commissioned officer or soldier has been granted leave on medical certificate or has been declared by a medical board to be unfit for further service, he should (if this has not been done before, vide para 881) be relieved—or struck off duty if relief is unnecessary or impracticable—as soon as possible. This rule also applies to officers of the Native Indian Land Forces.

An officer of the British service reported by a medical board to be permanently unfit for general service should be granted sick leave forthwith no specified period of leave should be granted, and the officer should be sent Home with orders to report to the War Office for further instructions immediately he arrives in England.

Command or full staff pay (if any) of an appointment ceases from the date of being struck off duty—vide para 208 and A.R.I., Vol III.

Officer filing sick at an out-station.

230 If an officer falls sick at an out-station the O.C. of the station may convene a special medical board to enable the officer to proceed on leave, or he may, on the certificate of a medical officer, grant provisional leave to another station to appear before a medical board.

Employment while on leave.

231 Subject to the following exceptions no officer, warrant officer, non-commissioned officer, or soldier in receipt of furlough or leave pay and allowances may accept any other employment in India without the permission of the Government of India in the case of officers and of the G.O.C. or head of department concerned in the case of other ranks, which will only be granted in very special circumstances.

Exception (i)—Regimental and non-departmental warrant officers,

1. leave  
1. trans-  
1. take  
1. sent or

with a private firm or individual) without special sanction and without forfeiture of the furlough or leave pay and allowances to which they are entitled.

Exception (ii)—Departmental officers with honorary rank and departmental warrant officers who are granted furlough or leave in India pending retirement or transfer to pension establishment may, with the sanction of their C.O. or head of department, take up private employment during that period, without forfeiture of the furlough or leave pay and allowances to which they are entitled.

Military officers in civil employment.

232 A military officer in permanent civil employment, who is temporarily lent to the military department, must obtain leave from the civil department, to which he will revert for the purpose.

Liability to recall.

233 An officer taking leave or furlough is liable to be recalled at any time, and must be prepared to rejoin at once at his own expense except when free passage is allowed under the provisions of A.R.I., Vol X.

234 When an officer from insanity or extreme illness is not fit to manage his own affairs, and is sent to England on leave on m c, it will be the duty of his immediate superior to see that the necessary documents (see I A F Z 2053) are made over to the sick officer's attendant, and that the date of his departure is telegraphed to the staff officer who is charged with making arrangements for his passage

An officer  
not to  
manage  
his own  
affairs

234-A. Extensions of leave must, whenever possible, be applied for in sufficient time to admit of the individual rejoining at the expiration of his original leave, should the extension be refused. Extensions of leave in India or the colonies require in all cases the sanction of the authority in India

Extensions  
of leave

in the  
officers

Extensions of leave on p n  
of British service (except R E)

in India who sanctioned the original leave, or in the case of Indian service and R E officers, British service officers holding staff appointments, lady nurses, Q A M N S I, all U L Warrant and N C Os and soldiers of the R E Indian establishment require the previous consent of the authorities concerned in India which must be obtained by the individual, and are sanctioned by the S of S for India. Extensions of leave on m c in the United Kingdom will, in the case of British service (except R E) officers, be sanctioned by the W O, and in the case of Indian service and R E officers British service officers holding staff appointments and U L Warrant and N C Os by the S of S for India

Extensions of leave granted by the S of S for India are communicated weekly by post, or by telegram in cases where intimation of an extension of leave on m c cannot reach India by post before the expiration of the original leave

235  
ments to  
to duty, a  
sary, are to be carefully observed

Z 2053 regarding the documents  
India, permission to return  
extension of leave is necessary

Instructions  
on I A F  
to be  
adhered to

Every officer, lady nurse, or departmental warrant officer, proceeding out of India should procure from his audit officer and take with him or her, a copy of the "Memorandum of information issued for the guidance of Military officers and others proceeding out of India (except on privilege leave taken by itself)"

236 Every officer, lady nurse, or departmental warrant officer proceeding out of India on duty, retirement, furlough or leave (other than privilege leave not combined with other leave) must obtain from the audit officer within whose area of audit he or she is serving a final last pay certificate (I A F A 439), or if proceeding to a colony, a colonial pay warrant (I A F A 440) showing him or her paid up to and for, the day preceding the anticipated date of his or her embarkation. Similarly individuals of the above classes who have retired or their families (if in receipt of pension) when proceeding out of India, will obtain from the audit officer in whose payment they may be prior to embarkation, a final last pension certificate, or if proceeding to a colony, a colonial pension warrant, showing them paid up to and for the day preceding the anticipated date of embarkation. For non-departmental warrant officers and all N C Os on the unattached list in military employ (except the Military Works Services) proceeding on leave out of India, final last pay certificates will be prepared and disposed of in accordance with the instructions on I A F L 1174

Documents  
necessary  
when leaving  
India

237. (a) Officers are prohibited from visiting Arabia (F of the 40th degree of E longitude) Mesopotamia, Persia, Afghanistan, the Gilgit Agency, Nepal, Tibet, Bhutan, and the trans frontier territory in Burma or Assam, without the permission of the Government of India. Apply

Visiting  
restricted  
territories

eations must be made to the Chief of the General Staff at least two months prior to date of starting. Officers desirous of entering China by crossing the Burma Chinese frontier must obtain the sanction of the Government of Burma.

In the case of

an or Chinese Central Asia without the permission of the Secretary of State for India obtained through the Government of India, such permission will not be granted for the purposes of sport or amusement unless some special reasons exist for exceptional treatment. Applications should be submitted in time to reach the Chief of the General Staff not later than 15th August of the year prior to that in which the applicants propose to travel, and no applications received after that date will be considered.

(c) All applications under paragraphs (a) and (b) must state (i) object (ii) proposed route, which must be strictly adhered to, (iii) arms and ammunition proposed to be taken, (iv) composition of party, (v) Christian names of applicants in full, (vi) names of servants. No alterations to the above details will be considered after the submission of the application to the Chief of the General Staff. A special form, obtainable from the General Staff, Army Headquarters, must be filled in to enable arms and ammunition to be imported into Russian Turkistan.

As the number of parties allowed to travel by the Gilgit route is strictly limited to three per annum, applicants to travel by that route must state whether, in the event of permission to travel *via* Gilgit being refused, they desire to apply for permission to travel *via* Loh and the Karakoram Pass. In this case they should submit an alternative application for this route.

(d) In the cases of countries where passports are required, ordinary passports will be obtained from the local Indian government or administration concerned and must receive the *visé* of the consular authority of the country which the traveller proposes visiting.

Necessary steps to obtain the special permission required for Russian Turkistan will be taken by the Secretary of State for India, this permission is not sent to the applicant as a document, but consists of a notification by the Russian Government to the local Russian authorities that the applicant has permission to enter the country.

(e) Application for the special Chinese passport required for Chinese Central Asia should accompany the application to travel in that region and will be forwarded through the Government of India to the Secretary of State for India who will take the necessary action to obtain the same. Attention is invited to the Rules and Subsidiary Rules for the Issue of Passports.

(f) It is advisable that officers desirous of travelling in any of the countries mentioned above should communicate with the General Staff Branch Army Headquarters, before sending in their applications for permission.

(g) *Officers will not address Foreign Governments direct.*

(h) Officers travelling in the neighbourhood of the Indian frontiers should acquaint themselves with the rules prescribed by the local government in regard to crossing such "inner lines" or boundaries as are contiguous to the frontier. The rules are published from time to time in the local Government Gazette.

238 Unless an officer wishes to travel in the regions mentioned in paragraph 237, he need not make any special application to Army Headquarters. The grant of leave to any countries other than—

(i) those included in the British Dominions,

(ii) Europe,

(iii) the United States of America,

will, however, be notified by the General Officer Commanding Division

the forces in the Colony concerned.

Kelat or other outlying parts of  
in routes in Native States in India,

must inform the Resident or Political Officer concerned. Officers may  
not travel to or from Kashmir, Lad Jammu and Banihal, Kishtwar,  
Bhadrawar and Chamba routes, without the permission of the Resident.

### Indian Army.

241. Officers of the Indian Army obtain leave under the 1886 or General  
1875 rules and officers of the Native Indian Land Forces under the 1886  
rules, which are contained in A. R., I., Vol. I. Ordinarily in cavalry  
and infantry units the following proportion of officers per regiment or  
battalion only are to be absent on leave (other than privilege leave) out  
of India at the same time—

On leave exceeding 8 months	: : : : }	Two
On combined or m. c. leave	: : : : }	One
or		
On leave exceeding 8 months	: : : : }	One
On combined or m. c. leave	: : : : }	Three
or		
On combined or m. c. leave	: : : : }	Five

Divisional Commanders may, however, at their discretion and subject  
to the exigencies of the service, allow ordinary leave on m. c. not to count  
at all in the number of absentees from a unit; in which case, an addi-  
tional officer may be permitted to proceed on combined leave, or leave  
exceeding 8 months according as one or more cases of m. c. leave are  
allowed not to count. Similarly an officer who has privilege leave due to  
him and who is recommended for leave on medical certificate may,  
with the sanction of the Divisional Commander, be granted combined  
leave on medical certificate, irrespective of the number of officers already  
absent from the unit.

1

a British regiment, he is under British leave rules. He should only  
be granted leave counting against this period in urgent cases.

Officers of  
the U. L.

Leave to  
officers of  
the U. L.  
Officers  
and v.  
appoint  
ment to  
the Indian  
Army

242-A. Is expunged.

243. Until an officer appointed to the Indian Army from the U.  
L. or from a British corps has qualified for retention in the Indian  
Army he can be granted no leave (see definitions) beyond the date on  
which he must qualify. If granted leave on m. c. up to that date, his  
case will be reported to Army Headquarters.

243 A. An officer of the I. M. S. may be allowed, on the recommend-  
ation of the D. G. I. M. S., extra leave for study at the rate of  
one twelfth of pension service but limited to 12 months in all. It  
may be granted at any time when at least two months' study is con-  
templated, but not more than twice during an officer's service. This res-  
triction does not, however, apply to an officer who has part of his fur-  
lough converted into study leave. The study leave may be combined

Study  
leave.

with other leave (including privilege leave) provided the total absence from India will not exceed two years, but in the first instance the total period of leave granted (study leave combined with any other sort of leave) will not exceed one year. It may also be taken alone in which case six months is the minimum period that can be granted. The time spent *en route* from and to India, when study leave is not combined with other leave, will count as part of such leave, but when combined with other leave, the study leave must be taken at such a time as to retain at its conclusion a balance of other previously sanctioned leave sufficient to cover the return journey to India. Study leave counts as service for promotion and pension but not for furlough or other leave. It will not affect any leave which may be already due.

Leave to lady nurses while serving

244 In addition to the leave mentioned in para 228, a lady nurse may, during a term of service, be granted leave out of India without pay by the C in C, provided the State is put to no expense. The period so spent counts neither as service nor against the leave mentioned in para 228.

Leave between terms of service

245 A lady nurse who, on completion of a term of service, is re-engaged for a further term may be granted leave out of India for such period not exceeding one year as may remain after deducting therefrom any extension of leave on m/c referred to in para 228. This period may be extended by twelve months on the recommendation of a medical board if there is a reasonable prospect of resumption of duty on its expiration. Leave granted under this para will not count as service.

#### British Service

If R applicable.

246 The provisions of the K R apply to India when not at variance with the following rules.

Officers proceeding to England.

247 Officers proceeding to England with detachments may be granted leave up to six months without forfeiting their claim to a return passage.

Leave pending retirement

248 Applicants for leave pending retirement must certify that their papers have been forwarded to the M S to C in C. In notifying the grant of such leave in India, it should be stated that the leave is "pending retirement" (see para 348, A R I, Vol I). Applications from officers on leave out of India, to retire or resign their commissions

leave *without pay* may be sanctioned in order that the applicant may be saved the expense of rejoining in India for a short period. The necessary extension will be granted by the authority under whose orders the leave was originally granted.

Adjutants vacate appointment.

249 An adjutant of a British regiment proceeding on leave out of India for a period of over nine months will be permitted to retain his appointment until the expiration of the first nine months of his leave.

Sick leave in India.

250 Leave in India on m/c is limited to six months in the first instance and may be extended by three months at a time to two years. The maximum amount of leave out of India admissible under the R W is eighteen months. As regards the date from which this leave counts, and the period spent in India prior to embarkation, see para 208. An officer of the British service granted leave on medical certificate to the United Kingdom is not required to rejoin in India immediately on the expiration of the leave originally granted to him. Any extension of leave necessary, and all arrangements for the officer's return passage are made by the W O, who notify the same to the C O C in

India concerned. On the expiration of their original leave such officers should therefore continue to be shown on leave on medical certificate in all returns and reports until they rejoin, or definite information regarding them is received from the W O.

251 General leave out of India is limited to 12 months, and in India to six months, and may be granted on the following conditions — Leave out of India is a duty

(A) During the non drill season provided the following numbers are actually present with the unit, or on privilege or other leave within 48 hours' journey—

Infantry Cavalry R A (R H A Ammn Col excepted)  
(a) 14 13 2

(B) During the drill season provided the following numbers are actually present with the unit or on recreation leave—

Infantry Cavalry R A (R H A Ammn Col excepted)  
(a) 20 20 2

NOTE I.—*Privilege leave*—The number granted leave under (A) must include those on privilege leave beyond 48 hours' journey.

The number of officers on the different kinds of leave is left to the discretion of G O's C provided the total number is within the specified limit.

NOTE II.—Headquarters and officers on detachment and at hill depôts are included in the numbers opposite (a).

NOTE III.—Attached officers and officers extra regimentally employed who are not seconded (except such as can be made available within 48 hours' journey) are not to be counted in the numbers opposite (a).

## 252

253 Executive veterinary officers are allowed six months' general leave in or out of India during their five years' tour of service. Veterinary officers

254 An officer of the R E (except a continuous service officer) will during his first five years of Indian service be under the leave rules for the British service. After that period he may be granted leave under British service rules or, if in military employment under the 1886 rules for the Indian Army, if in civil employment under the civil leave rules whichever he may prefer. An officer who under existing regulations is under the furlough rules of 1868 may, if he desire remain under those rules. R E officers

Continuous service officers come under the 1886 rules for the Indian army if in military employ, and under the civil leave rules if in civil employ.

255 Continuous service officers of the R A are under the 1886 leave rules for the Indian army. R A officers

256 An officer of the M W S may, provided the State is put to no expense be granted leave in India for three months on full pay (a) once in his service to pass the L S Hindustani or (b) to qualify for promotion to higher rank. This leave may be taken by instalments, but must not exceed three months in the aggregate in each rank. It will count in the 33 months' duty required to qualify for accumulated privilege leave. Examination leave

## Officers and Warrant Officers of departments (U L) and I S M D

257 Departmental officers with honorary rank and departmental warrant officers are granted furlough and leave under the rules in A R, I, Vol I, by the authorities named in Appx II. Departmental officers and warrant officers

## Other Soldiers (U L) Soldiers of British corps and R E Indian Establishment.

258 Furlough to the U K, or in the case of a soldier having his home in a colony, to such colony, on pass may if recommended, be granted Furlough out of India p. a.





The conditions in (a) as regards length of service in India, character and proficiency pay may, in very urgent and special cases, be waived by the Divisional Commander.

The number of such furloughs granted are to be included in the total number of 250 in (c) which is not to be exceeded.

(ii) Non-departmental warrant officers and all U. L. N. C. Os. may

ates in (a) will be charged.

In the cases of special furlough granted under this rule the soldier including U. L. ranks not provided with accommodation in a Government Transport) must pay his travelling expenses and the furlough will not be sanctioned until he has deposited with his C O for transmission in the O. C. Records for safe custody, either a sufficient sum of money to provide for his return passage, or the return half of the passage ticket, if a return ticket has been purchased.

(f) When a soldier granted furlough (payment or special) is accompanied by his family, and provided with accommodation in a Government transport, the following rates for passages will be charged—

For each member over 10 years of age. As in (a) according to the class of passage provided.

For each child over 2 and under 10 years of age; half the above rates

Infants under 2 years of age; free.

261. When non departmental warrant and N C Os on the U. L. cannot be sent to a sanatorium for duty, they may be granted furlough in India on m. c. for any period not exceeding six months, in the first instance, which may be extended to one year. They may also be granted furlough in India on p. c. for any period not exceeding six months, but except in special cases this is only admissible after six years' service. Furlough in India granted to the above ranks for the purpose of taking up civil employment is limited to 2 months (see para 231) but they may be permitted to avail themselves, either in India or the United Kingdom, of any privilege leave due to them pending discharge. This ruling applies also to Royal Engineer soldiers of the Indian establishment who are eligible for privilege leave.

R E soldiers who have no privilege leave due to them will be eligible for the two months' furlough pending discharge admissible under this paragraph. When soldiers proceed to the United Kingdom on privilege leave pending discharge their last pay certificates, showing the date to which payment has been made, will be sent to the Commandant, Discharge Depot, Gosport.

262. Privilege leave is admissible to non departmental warrant and all N C Os on the U L\* and R E Indian establishment. Temporary leave not exceeding ten days may be granted at the discretion of the commanding officer at the period may be extended to competitors

at recognised rifle meetings, sports or tournaments

263 The O. C. a unit is authorised to grant short leave under a week, or furlough in India to British soldiers of good character, but during the drill season it will only be specially allowed. But furlough granted to a soldier towards the termination of his army service for the purpose of taking up civil employment is not to exceed two months

\* Is applicable also to N C. officers who are officiating as Store Sergeants in the Ordnance Department who are permitted to take privilege leave during the period of their officiating service, on condition that they are not replaced while on such leave.

Leave m. c.  
in India,  
U. L.  
Leave on  
p. c.

Privilege  
leave and  
temporary  
leave

Leave  
in India  
to British  
soldiers.

*Indian Army*

Number of  
furloughs  
and when  
admissible.

264. Furlough is ordinarily open from the 15th March to the 15th October. The O C may grant such periods of leave on full pay and furlough as he may consider necessary but not more than 40 per cent of the established strength shall be absent at any one time during the furlough season, nor 10 per cent in the drill season (for exceptions see paras 264 A and 270). Free passage under A R, I, Vol X, is restricted to 30 per cent (34.8 per cent for troops serving in Peshawar Division, Abbottabad, Bannu, Derajat and Kohat Brigades) in the year, except in the case of furlough granted under para 265 when the percentage may be proportionately increased.

Men whom a medical board recommends should be despatched to their homes on leave in anticipation of their discharge being sanctioned will not be counted towards the above limits for leave and free passage.

Applications from I Os or other Indian ranks for leave or furlough out of India will be submitted, through the usual channel, to the Government of India, at least two months before the date on which the applicant in each case desires to avail himself of the leave, and should contain full reasons for the application, and a statement of the route to be traversed. Indian officers or other Indian ranks proceeding to Great Britain will report themselves at the India Office immediately on arrival. When travelling in foreign countries, they must make their presence known to the proper British official (if any) in the place visited.

264-A. In the case of troops serving in the Peshawar Division, the Bannu, Kohat and Derajat Brigades the grant of furlough and leave will be regulated for cavalry and the Frontier Garrison Artillery by para 264, and for artillery (except Frontier Garrison Artillery), sappers and miners, and infantry by the following rules—

- (a) furlough will be open for  $10\frac{1}{2}$  months (except as stated in (c) below) divided into three periods of  $3\frac{1}{2}$  months each;
- (b) leave  
the  
exc  
and  
company in the infantry
- (c) the grant of furlough and leave to the mountain battery and the infantry units whose normal strength is 912 rank and file, serving at Kohat, will be restricted to 7 months for furlough (divided into two periods of  $3\frac{1}{2}$  months each) and of absentees not to exceed 5) above), the infantry regt will be granted furlough and

leave under para 264

264 B. On receipt by a regiment of intimation of its selection for a tour of duty in the Colonies, the whole of the Indian ranks, with the exception of those detailed for service with the Depot in India, will be granted furlough for  $3\frac{1}{2}$  months prior to leaving their station en route for the Colonies. The period during which this leave is to be taken, and the percentage to be on leave at one time, is left to the discretion of the General Officer Commanding the Division or Independent Brigade in which the unit detailed is serving. A similar course will be followed on the return of the regiment to India.

The special furlough granted under this para is in lieu of and not in addition to the ordinary furlough for the year granted under paras 264 A and 270.

While absent from India furlough will be suspended, unless the tour of Colonial service is extended beyond three years, in which case the



Corps	Season	Months	No of furloughs.	Remarks.
Indian Cavy. Regt. (Quetta)†	1st Dec. to 31st July.	8	-	†in one batch.
Aden Troop . . .	All the year . . .	7	} 15%.	
23rd (Fortress) Company, S. and M.; and coast defence establishments, Aden.	15th Mar. to 15th Oct.	7		
Indian combatants of artillery units. Coast defence establishments, except at Aden . . .	All the year . . .	7	} 15% for full or 30 % for half periods	
Defence Light Sections	15th Mar. to 15th Oct	7		
Superior transport establishments.	All the year . . .	7		
Soldiers (U. L.) employed on a grass farm † and in Army Clothing Factories.	..	..	One month on full pay after each complete 11 months' service. The leave may be granted at any time and may be accumulated to 3 months.	†Reckon for fit grant from termination of last regimental furlough. These may be granted at any time granted casual leave up to 3 days at a time.

NOTE — Commanding Officers of Gurkha Battalions are empowered to grant leave counting as furlough, up to 7 months to the extent of 10 men per battalion in addition to the percentage shown in column IV above.

271. All permanent followers serving for pension, gratuity or deferred pay (excepting those whose leave is regulated by the C. S. Regs. may be granted leave as follows by the O. C. the corps, or department provided their services can be spared without extra expense:—

- Casual leave up to twenty days in the year.
- One month's leave annually on full pay which may be accumulated to three months, but in the case of Government grass mule attendants attached to silladar cavalry not more than 30 per cent. should be granted leave annually. (No extension can be granted to departmental followers except on m. c. in which case full pay will be passed for the whole period.) Establishments in Burma recruited in India, may, if necessary, be granted an extension of leave without pay on executing an agreement for a fresh period of three years' service in Burma.

NOTE (1) — The above does not refer to attested transport attendants attached to each of the various transport units, unorganized transport, or mule drivers of Pioneer regiments and 15th (Burma) Company, 2nd Sappers and Miners, 30% of whom, provided their services can be spared without extra expense, may be granted three months' leave.

NOTE (2) — C followers leave in extension of Part II, Appendix II.

(c) 1 c. u cau

months on full pay, provided the sick under Indian Military law.

Leave to non combatants.

**NOTE**—The leave rules for regimental followers entertained on and after the 1st April 1913, are contained in Part II, Appendix II. Those enrolled or attested under the I A W or the I A A prior to 1st April 1913, may be granted leave either under this paragraph or Part II, Appendix II, whichever they prefer.

**271-A**—Under the rules in A. R. I, Vol III, Divisional Commanders may sanction the employment of *substitutes* in the place of enrolled or attested followers incapacitated through sickness, when their duties cannot be carried out by other followers of the unit concerned, or by the loan of followers from another unit in the same station. The practice of employing *substitutes* should be resorted to as sparingly as possible.

**272.** Permanent followers not serving for pension, gratuity or deferred pay are eligible only for casual leave to the extent of twenty days in the year, and for leave on m. c. without pay up to six months, with the following exception—

**Exception**—Grunthis, moulvis and pandits may be granted two months' (three months' in the case of those serving with Indian units in Burma and Aden) leave annually on full pay, provided their services can be spared without extra expense to Government.

**NOTE**—The leave rules for regimental followers entertained on or after the 1st April 1913, are contained in Part II, Appendix II.

Those enrolled or attested under the I A W prior to the 1st April 1913 may be granted leave either under this paragraph or Part II, Appendix II, whichever they prefer.

#### Command, Rank and Precedence

**273** The rules in the K R and R W regarding command, rank and precedence are applicable to India, except where otherwise provided for.

**274** If an officer in command of a unit, or in charge of a hospital, or an arsenal, becomes sick or is temporarily absent, the conduct of his duties devolves on the next senior who should abstain from making promotions, or altering standing orders, without the concurrence of the permanent incumbent.

**275.** Officers while in civil employment are not entitled by virtue of their military rank to assume any military command in the army. Officers of the Survey of India who are attached to the General Staff of an army in the field, will be entitled to exercise the authority due to their military rank.

An officer of the army serving with frontier militia, military police or other corps which, though not forming part of the regular forces has a military organisation is entitled to military command when such bodies are employed in field operations with regular troops.

When so employed these corps will come under the orders of the senior officer in the field.

**276**

**277.** Officers serving in Indian corps will take rank and precedence regimentally according to their regimental grading. The departmental seniority of an officer is regulated by the date of appointment to the grade he holds.

**278**

**279**

**280.** Departmental warrant and N C Os, subject to the A A are not entitled to assume command, except over such warrant and N C Os and men as may be attached to the department, or be patients in hospital.

**281.** The following is the order of precedence of warrant officers subject to the A. A. Those bracketed together rank with one another.

Corps.	Season.	Months.	No. of furloughs.	Remarks.
Indian Cavy. Regt. (Quetta)†	1st Dec. to 31st July.	8	-	†in one batch.
Aden Troop . . .	All the year . . .	7	} 15%.	
23rd (Fortress) Company, S. and M.; and coast defence establishments, Aden.	15th Mar. to 15th Oct	7		
Indian combatants of artillery units. Coast defence establishments, except at Aden	All the year . . .	7	} 15% for full or 30 % for half periods	
Defence Light Sections	15th Mar. to 15th Oct.	7		
Superior transport establishments.	All the year . . .	7		
Soldiers (U. L.) employed on a grass farm † and in Army Clothing Factories.	~ . . . .	..	One month on full pay after each complete 11 months' service. The leave may be granted at any time and may be accumulated up to 3 months.	†Reckoning for first grant from termination of last regimental furlough. These men may be granted casual leave up to ten days at any time.

... to grant leave as in addition.

Leave to attendants.

271. All permanent followers serving for pension, gratuity or deferred pay (excepting those whose leave is regulated by the C. S. Regt.) may be granted leave as follows by the O. C. the corps, or department, provided their services can be spared without extra expense:—

- Casual . . . . . in the year.
- One . . . . . pay which may be accumulated in the case of Government grass mule attendants attached to silladar cavalry not more than 30 per cent. should be granted leave annually. (No extension can be granted to departmental followers except on m. c. in which case full pay will be passed for the whole period.) Establishments in Burma recruited in India, may, if necessary, be granted an extension of leave without pay on executing an agreement for a fresh period of three years' service in Burma.

NOTE (1).—The above does not refer to attested transport attendants attached to transport or mule drivers of rank below 30% of full pay.

entail public on with, or use (a) of

Part II, Appendix II.

- Leave on m. c. up to six months on full pay, provided the sickness is not caused by an offence under Indian Military law.

**NOTE**—The leave rules for regimental followers entertained on and after the 1st April 1913, are contained in Part II, Appendix II. Those enrolled or attested under the I A W or the I A A prior to 1st April 1913, may be granted leave either under this paragraph or Part II, Appendix II, whichever they prefer.

**271-A**—Under the rules in A R, I, Vol III, Divisional Commanders may sanction the employment of *substitutes* in the place of enrolled or attested followers incapacitated through sickness, when their duties cannot be carried out by other followers of the unit concerned, or by the loan of followers from another unit in the same station. The practice of employing *substitutes* should be resorted to as sparingly as possible.

**272.** Permanent followers not serving for pension, gratuity or deferred pay are eligible only for casual leave to the extent of twenty days in the year, and for leave on m c without pay up to six months, with the following exception—

*Exception*—*Grunthis*, *moulvis* and *pandits* may be granted two months' (three months' in the case of those serving with Indian units in Burma and Aden) leave annually on full pay, provided their services can be spared without extra expense to Government.

Apr. . . . . after the 1st  
he g. . . . . nl 1913, may  
they prefer . . . . . II, whichever

#### Command, Rank and Precedence.

**273** The rules in the K R and R W regarding command, rank and precedence are applicable to India, except where otherwise provided for.

**274** If an officer in command of a unit, or in charge of a hospital, or an arsenal, becomes sick or is temporarily absent, the conduct of his duties devolves on the next senior who should abstain from making promotions, or altering standing orders, without the concurrence of the permanent incumbent.

**275** Officers while in civil employment are not entitled by virtue of their military rank to assume any military command in the army. Officers of the Survey of India who are attached to the General Staff of an army in the field, will be entitled to exercise the authority due to their military rank.

An officer of the army serving with frontier militia, military police or other corps which, though not forming part of the regular forces, has a military organisation is entitled to military command when such bodies are employed in field operations with regular troops.

When so employed these corps will come under the orders of the senior officer in the field.

**276**

**277.** Officers serving in Indian corps will take rank and precedence regimentally according to their regimental grading. The departmental seniority of an officer is regulated by the date of appointment to the grade he holds.

**278**

**279**

**280.** Departmental warrant and N C Os, subject to the A A are not entitled to assume command, except over such warrant and N C Os and men as may be attached to the department, or be patients in hospital.

**281.** The following is the order of precedence of warrant officers subject to the A. A. Those bracketed together rank with one another.



according to the dates of promotion or appointment :—

*Warrant Officers, Class I*

- 1 { Assistant surgeon, 1st and 2nd class.  
Conductor.  
Master-gunner, 1st class  
Schoolmaster (when a first class army schoolmaster).  
Staff sergeant major, 1st class.
- 2 { Assistant surgeon, 3rd and 4th class.  
Master gunner, 2nd class  
Sub conductor.
- 3 Garrison sergeant major.
- 4 { Bandmaster, regimental or brigade sergeant major (ranks in his corps senior to all other warrant officers), schoolmaster (when a 2nd class army schoolmaster), sergeant major on the U. L., staff sergeant major.

*Warrant Officers, Class II*

- Master gunner, 3rd class  
Schoolmaster (when not a warrant officer, class I)  
Garrison quartermaster-sergeant  
Squadron sergeant major  
Battery sergeant major  
Company sergeant major

Ranks and  
appoint-  
ments

282. The ranks and appointments held by persons subject to the I. A. A. are set forth in the following table, and the grant, under due authority, to any such person, of any appointment therein detailed, will confer on the holder the rank specified opposite that appointment in the table. When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank. Persons shown below as privates may be designated as sowars, gunners, drivers, sappers, sepoy, riflemen, bearers or lascars according to their arm and branch of the service. Privates holding the appointments marked with an asterisk are, as such, acting non-commissioned officers.

Rank.	Appointments
	Kot Dafadar Major (Non Silladar Cavalry) Kot Dafadar. Transport Veterinary Dafadar.
Dafadar	Guard, Madras) Dafadar (of rank of dafadar) lafadar) valry and Body
Havildar	Orderly Havildar (Cavalry and Infantry Regiments) Havildar Instructor Havildar Artificer Clerk (if of rank of havildar) Guard Assistant Station master Yard foreman Signaller in charge

(Military Railway Companies,  
traffic and locomotive  
section)

Rank	Appointment*
Lance-dafadar . . .	Pay-dafadar (if of rank of lance dafadar) Orderly Dafadar (if of rank of lance dafadar) Clerk (if of rank of lance-dafadar).
Tindal (Marine Lascars)	....
Nalk . . . . .	Lance havildar Pay havildar (if of rank of nalk) Orderly havildar (if of rank of nalk) Clerk (if of rank of nalk) Drill nalk. Nalk artificer Band nalk.
	Acting lance-dafadar * Lance nalk * Armourer-dafadar* Armourer havildar* } (see paragraph 667) Acting pay dafadar * } (see paragraph Acting pay havildar* Acting orderly dafadar * Acting orderly havildar * Trumpet-major * 1st Bugle-major * 2nd Bugle-major * Drum major * Life-major *
Isildar	Assistant Armourer (see paragraph 668) Trumpeter Bugler Drummer Musician. Clerk (if of lower rank than nalk or lance dafadar) Schoolmaster Assistant Salutar. Shoeing smith (Artillery) Carrier Veterinary pupil (non sildar cavalry) Rough rider (non sildar cavalry). Camel sowar Ward orderly Artificer Bullock driver (heavy artillery) Artisan (military railway companies) Fireman Signaller Shunting jemadar Pointsmen . . . } (Military Railway Companies, traffic and locomotive section)
Marine Lascar	.

283 The following will be the order of precedence of Indian officers, <sup>Precedence of Indian Officers etc</sup> warrant officers and non commissioned officers (including acting non-commissioned officers) subject to the I A A

Those numbered together are arranged alphabetically and rank with one another according to the date of commission, promotion or appointment

#### Indian Officers

1. Risaldar Major, Subadar Major
2. Risaldar, Ressaldar, Subadar, Senior Sub Assistant Class
3. Jemadar, Senior Sub Assistant Surgeon, 2nd

for a period not less than one year. In exceptional cases the four years' tenure may be extended in the interests of the service and under similar exceptional conditions a fresh appointment may be made irrespective of the time already spent upon the staff or in the performance of other duties.

All first appointments to the staff will be on probation for the first year. If, at the conclusion of such probationary period, an officer is retained in his staff appointment, his tenure of four years will include the probationary period, and will not be in addition to it.

An officer is ineligible for appointment to the staff of the army —

- (i) Until he has been four years in the service, unless special authority has been obtained, and in the case of Indian Army officers during the first 3 years of their service in the Indian Army (see paragraph 307)

Unless he has passed the examination for promotion to the substantive rank next above that held by him when selected for the appointment except in the case of there being no reasonable probability of his promotion until after he has completed the tenure of the appointment. In such cases it will rest with the officer to pass the examination for promotion before his turn for promotion arrives whether this occurs before or after the completion of his tenure, and should he have failed to qualify for promotion when his turn comes he will be superseded.

- (iii) Unless he has passed the higher standard in Hindustani
- (iv) As a general rule, an officer will not be eligible to hold an appointment on the general staff unless he has passed through the Staff College

290 Staff appointments will be held under the general conditions given below. The tenure of and qualifications required for particular appointments are given in Appendix XXII

- (i) No officer will be appointed permanently to the staff unless declared medically fit for active service (see I A F M—1238)

- (ii) The term of a tour of service on the staff commences from the date the full pay of the original staff appointment, held without reverting is drawn. The term of the tenure of any appointment similarly commences from the date the full pay of the appointment held continuously, is drawn.

- (iii) The regulations governing the selection and appointment of

staff and army head

B

Commence-  
ment of  
tenure

Field service  
vacancies

- (iv) made in succession are to be notified as temporary. Such appointments will be subject to the sanction of the authority competent to make the permanent appointment.

B

Disposal of  
officers of  
the British  
service on  
return from  
staff

291 On completion of a tour of staff service in India officers of the British service will be disposed of as follows —

- (a) Cavalry officers will rejoin their regiments
- (b) Artillery officers, above the rank of regimental lieutenant colonel will proceed to Command Divisional commanders will previously refer the cases of officers of and below that rank to the War Office for instructions
- (c) Engineer officers, as army headquarters may direct

- (d) Infantry officers will rejoin their regiment if there is a battalion in India. If not, the divisional commander will previously refer the case to the War Office for instructions.
- (e) Officers not born on the cadre of a corps will proceed to England.
- (f) Officers who will complete the tenure of their staff appointments, or are required to vacate by exceeding the period of leave admissible under para 226 whilst on leave in England, should apply to the India Office, two months before hand, for instructions as to their disposal.
- (g) Before completion of the Staff College course, posting orders will be obtained from the War Office by the M. S. to the Commander in Chief in the case of officers whose units are not on the Indian Establishment and also in the case of Artillery Officers who apply to be transferred to the Home establishment.

**291-A** Specially meritorious service on the general or administrative staff may be recognized by accelerated promotion. It will rest with the Commander in Chief to recommend officers on this account for such promotion whether they have been employed on general or administrative staff duties at Army Headquarters or in divisions etc. The accelerated promotion will usually be granted in the form of a Brevet up to the rank of Lieutenant Colonel and above that rank by selection for the rank of substantive Colonel.

### 3—DUTIES AT ARMY HEADQUARTERS

**292 General Staff**—The duties of the general staff are dealt with by two directors who are respectively charged with—

Duties of  
general  
staff

- (i) Military operations,  
(ii) Staff duties and military training

arters are —

of the army for internal security and external war in accordance with the policy of the Government. Plans of operations for the defence of India. Collection of Intelligence. Supervision of the training of the Military forces for war. Their use in war. War regulations. Organization and administration of the general staff in India, and recommendation to the Commander in Chief of officers for general staff appointments. Education of officers. Inter communication services.

**293 Adjutant General's Branch**—The duties of the adjutant general's branch are divided into—(i) Recruiting and organization (ii) personnel services (other than officers). For details see Appendix XXXI.

Duties of  
adjutant  
general's  
branch

**294 Quartermaster General's Branch**—The duties of the quartermaster general's branch are divided into—(i) Movements and quarters, (ii) Supplies including clothing and transport, (iii) Farms, (iv) Remounts, (v) Veterinary services. For details see Appendix XXXI.

Quartermaster  
general's  
branch

**295 The Medical Branch**—The medical branch is charged with the control of the military medical services and with military sanitation. For details see Appendix XXXI.

Medical  
branch

**296 The Military Secretary's Branch**—The military secretary's branch is charged with the administration of the personal services and appointment of officers. For details see Appendix XXXI.

Military  
secretary's  
branch

**297 The Director General of Ordnance's Branch**—The duties of the director general of ordnance's branch are concerned with the provision of the equipment of the army, and divided into (i) Manufacturing establishments (ii) Stores (iii) Inspection. For details see Appendix XXXI.

Director  
general of  
ordnance's  
branch

Appoint-  
ment to  
S and T  
corps

**321-A** Appointments to the S and T corps are made by the C in C from officers in the following categories, with not less than 3 or more than 10 years' service —

- (i) officers of the Indian army,
- (ii) officers of the British service serving in India and who have performed one year's actual duty in India,
- (iii) officers of the Army Service Corps

Officers of the British service will be required to pass the language test in Hindustani by the L S before their names can be registered, and by the H S before their appointment to the corps. At the expiration of three years from the date of appointment, they will, if recommended, be transferred to the I A, for permanent employment with the S and T corps.

Selection for permanent appointment will ordinarily be made from those who have been trained at the S and T School of Instruction, Rawal Pindi, and have passed satisfactory examinations.

Five appointments are reserved in the S and T corps for officers of the Army Service Corps on the Imperial establishment. These officers are posted for a five years' tour of duty, and whilst so employed will be subject to the same conditions as other British service officers except that they will not be required to pass the examination in Hindustani by the H S. At any time after completing three years and before the expiration of the fifth year of their tour of duty, these officers will be eligible also for transfer to the I A, for permanent employment in the S and T corps provided they are recommended and possess the qualifications prescribed for other officers of the British service appointed to that corps.

**322** Officers of R E on the Indian establishment and of the Indian army not having more than six years' service, may be appointed to the Survey of India.

Appoint-  
ment to the  
Survey  
department

Appoint-  
ment to the  
I A  
department

**323** Appointments to the I A and to the Farms department are made by the C in C from officers in the following categories with not less than 3 or more than 10 years' service —

- (i) Officers of the Indian Army
- (ii) Officers of the British service serving in India and who have performed one year's actual duty in India

Officers of the British service will be required to pass the language test in Hindustani by the L S before their names can be registered and by the H S before their appointment to the department. At the expiration of three years from the date of appointment, they will, if recommended, be transferred to the Indian Army for permanent employment in the department.

Revert on to  
re mental  
duty

**324** Officers may revert at their own request, or be reverted to regimental duty at any time during the following periods which are reckoned from the date of substantive appointment to the department concerned —

Department	Period.	Department	Period.
S and T Corps Remount dept. Military Farms Department Clothing dept. Canteen dept.	3 years exclusive of leave on m c	Political dept. and Burma commission	3 years or until permanently appointed which ever happens first

Department	Period	Department	Period
J. A. G.'s dept.	3 years exclusive of leave on m. c., or until appointed substantive J. A. G.		
Ordinance dept.	Until selected for continuous service, or if not selected during period of appointment.	Any other civil dept.	2 years or until permanently appointed, whichever happens first.

An officer in civil employment however is liable to compulsory recall to military duty in time of emergency until he is transferred to the supernumerary list under the provisions of para 305 when such liability ceases.

An officer will not be permitted to retain his appointment if he fails to pass, within the prescribed period, any qualifying examination subsequently required of him.

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#### Inspections and Confidential Reports Inspections.

325. The general principles laid down in the K. R. for the Inspection of British corps are applicable to all corps in India.

326. In carrying out inspections a clear distinction must be made between inspections to ascertain the state of efficiency as regards training and those for the purpose of testing administrative efficiency including interior economy. As regards the former full instructions including the duties of various inspectors are given in Appx. XXXII.

327. As regards administrative inspections, brigade and divisional commanders will use their discretion in making use of the heads of the administrative services under their command to relieve themselves from entering into administrative details in their inspections.

328. In order that every facility may be afforded to the inspecting officer for carrying out an intended inspection he will give due notice to the O. C. the station and unit concerned. The O. C. the station will notify the date of inspection in station orders, and will be responsible that the staff, departmental and commanding officers concerned, are present to afford such information and assistance as may be required. In order to avoid unnecessary delay.

removal c

329.  
brigade c

ke two, and a

In the case of a brigade with only one staff officer, the brigade commander may appoint a temporary 3rd class S S O at his headquarters station to carry on the duties of the staff officer accompanying him on his tour of inspection or to manœuvres.

330. Subject to the principles laid down in para 326, every unit and depot (including barracks, equipment, hospitals and messes) will

be inspected annually. Any defects irregularities, undue centralization, or discouragement of necessary independence of action, should be rectified by the issue of orders or the report.

331 Under the orders of the G. of I. and the C. in C., the several heads of administrative departments and the officers at Army Hd. Qrs. will carry out such inspections as may be necessary, but these inspections will be conducted from a departmental or technical point of view, and will be directed towards the maintenance of a uniform system of training instruction, or administrative, throughout the branch of the service or department inspected. They will not touch upon matters of discipline and interior economy, nor on orders issued which lie within the province of the local commander. Before bringing to notice any defect in clothing, equipment, or any matter which may be dealt with by the local commander, the inspecting officer should ascertain his views and what action he intends to take in the matter.

331 A. The Commandant Central School of Musketry, will inspect such units as he may deem desirable including volunteer units and depôts in musketry training (including the training of machine gun detachments) and will furnish reports to Army Hd. Qrs.

332 The inspection reports on units and depôts will be rendered on the prescribed form, and in accordance with the instructions therein contained.

333 The Bde. Comdr will arrange for the annual inspection of all barracks and barrack furniture in the district by an officer of the Bde staff.

334

335 Forts and defences are classed as follows —

#### CLASS I

Aden defences  
Attack position  
Bombay defences  
Hoogly defences  
Karachi defences

Quetta each position  
Rangoon river defences  
Rawal Pindi position  
Sukkar Defences (excluding Sukkar bridge)

#### CLASS II

Agra  
Allahabad  
Amritsar (Fort Govindgarh)  
Bangalore (Artillery entrenchment)  
Bikaner  
Calcutta (Fort William)  
Cossimbore (Gun and Shell Factory)  
Delhi  
Dim Dum (Ammunition Factory)  
Ferozpur  
Lahore (Artillery Factory and Rollup Mills)  
Jalandhar  
Jubbulpore Gun Carriage Factory.

Kulkee Arsenal and Ammunition Factory  
Kohat  
Lahore  
Lucknow defences  
Madras (Fort St. George).  
Mhow  
Multan  
Nasirabad  
Peshawar  
Rangoon (Pagoda defences).  
Secundabad (Trinamulgherry entrenchment)  
Sittabdi (Nagpur)

#### CLASS III

##### Forts

Ahmedabad  
Ahmednagar  
Akbarabad (Dera Ismail Khan)  
Ali Masjid  
Bannu (Fort I. I. Indus)  
Bera  
Bherilly  
Bhilly  
Camran  
Cantonment (H. & S. I. Indus)

Khyber Posts  
Landi Kotal Seral  
Loralai  
Malkand defences  
Mandalay  
Maritangi (Zhol)  
Mir Ali Kbel (Zhol).  
Murgha  
Narachi  
Pillour  
Pilla (Miri Fort)

Inspection  
by officers  
of A. I. C.  
Qrs. & A.  
I. C. of  
depart-  
ments

Inspection  
reports.

Inspection  
of buildings,  
etc.

Classifica-  
tion of forts  
and de-  
fences.

*Class III—contd*

*Forts etc*

bakdara.	Salla (Kurram)
baman.	Salla
bilas	Samana Fort (Dhar Sanar Fort)
bitral	Lookout Crap post and Gulistan
argal	
it rugarh	Shinawari
rosh	Salkote Military Prison
ackinsore magazine (Calcutta).	Suma
lawpaw	Sura Fatah
yloralal Residency	Talal
imrud	Tilajetmyo
	Wana

*Bridge Defences*

Rivers or Nullah	Name of Bridge	Nearest Railway Station
caa	Deas	Hamira
aran	Baran Viaduct	Baran (Bholari).
aghisral.	Blagisral	Takti Bhal
laikhan	Baikhyan	Cajar Khan
ishendorh.	Bishen lorch	Missa Jheswal
hablat	Chablat	Burhan
hensab	Alexandra	Wazirabad.
hensab.	Ramuwalla	Shershah.
hensab	Rivaz	Chund
langes	Cawnpore, No 110	Cawnpore
langes	Dufferin	Benares
logra.	Elgin	Bahramghat
laro.	Ilaro	Lawrencepur
ndus	Attock	Attock
nus	Khushalgarh.	Khushalgarh
nus	Indus	Kotri
ndus	Landdowne	Sukkur
belum	Jhelum	Jhelum
helum	Victoria	Malakwal
umna.	Agra	Agra
umna.	Junna	Allahabad
umna	Junna	Delhi
umna	Kalpi	Kalpi
oul.	Rahul River	Nowshera
urrang	Kurrang	Rawalpindi (Chaklala)
akhora	Lakhora	Dargai
ang	Ling (& tunnel).	Mandra
Peshin Lora	Peshin Lora	Sayid Hamid
Ravi	Ravi	Shahdara
Sohan	Sohan	Sihala
Sutlej	Empress	Adamewaham
Sutlej	Ferozepore	Ferozepore
Sutlej	Sutlej	Phillour
swat.	Connaught	Chakdara

*Tunnels and other railway defences*

Khairabad Tunnel No 7  
Khojak Tunnel  
Muzkal Bolan Railway  
Sind Peshin Railway

336 The above named forts and defences will be inspected as follows — Inspection of forts and defences

*Classes I and II forts*—The Bde Comdr will arrange for a detailed annual inspection of the forts and defences by a R A and R E officer



respectively. After consideration of their reports and an inspection made in company with the senior R A and R E officers available he will forward not later than the 1st of April, reports as under to the Divl Comdr —

- (i) For submission to D G O, in case of class I forts, a complete statement of all deficiencies in armament, equipment and ammunition, or alterations in any of the items which have been authorized but not carried out or not completed. The report should indicate the action taken locally on any of the points brought to notice, it should be forwarded to the Divisional Commander through the A D O S and D O S. In the case of class II forts a similar report, will be prepared and submitted to the Divisional Commander through the A D O S to the D O S, but will not be forwarded to D G O. Action on this will be taken locally, vide I A O 647 of 1910.

- (ii) For submission to D G M W, a report on the state of the work with a brief statement of any alterations proposed. Definite proposals for such alterations should be submitted separately with the necessary estimates for consideration of the authority competent to sanction them.

*Class III forts* — The Bde Comdr will arrange for a R E officer to make a detailed annual inspection (biennial in the case of Baza (Bhatin) and Dibrugarh). The R E officer will submit his report to the Bde Comdr not later than the 1st of April with a statement of cost of any proposed alterations. Defences of this class having armament allotted to them will be reported on similarly to class II forts.

The certificate of the inspecting R E officer in respect of the authorized clearance zones of each work will accompany the report and be disposed of by the Divisional Commander in accordance with the instructions contained in Appendix XX Clause (1) (d).

337 Divl and Bde — The condition of the defence works in their submission to the Divl Comdr will be laid down in Appx XIV.

337-A Proposals for constructing new buildings or for altering or adding to existing buildings within works of defence will be approved—

- (a) In the case of class II and III defences, by the G O C, the division or independent brigade. Except that in the case of works of Ordnance establishments costing less than Rs 1000 which in no way affect the defences G O C divisions or independent brigades may permit this power to be exercised by the A C R E.

- (b) In the case of class I defences by the C. in C.

338 The rules for the demarcation and control of clearance zones for defensive works—other than those of Fort William Fort St George and Aden for which special rules exist—are set forth in Appx XV. Divl and Bde Comdrs will be held responsible that the rules are strictly observed.

339 No change in existing armaments is to be made without the previous sanction of the Government of India.

339 A Alterations or additions to the defensive works named in paragraph 338 the maintenance of which is debitable to Military Works Fund may be sanctioned as follows —

Visit the  
to and  
of the

New  
Proposals

Allotted  
clearance  
zones

Sanction of  
the  
not to be  
A tent only

*B, G O, C Divisions and Independent Brigades*

Works not exceeding Rs. 500 for classes II and III defences.

*By the D G M II*—All works not exceeding Rs. 2500 for class I defences and works exceeding Rs. 500 but not exceeding Rs. 2500 for classes II and III defences.

*By the Government of India*—All works exceeding Rs. 2500 for all defences.

*Confidential Reports*

340 The instructions regarding the preparation, submission and General completion of confidential reports as contained in the King's Regulations are applicable to India. Every officer whether present or absent will be reported on annually. Seconded officers on the care of a unit will not be reported on regimentally. The reports on regimental officers will be submitted with the inspection report to be on all other officers on 1st January except on Cantonment Magistrates whose reports will be submitted on 1st April. They will be prepared in triplicate in the case of officers of the British Service except the R A M C, and in duplicate in those of the R A M C, Indian Ordnance Department, on Inspectors of Army Schools and officers of the Indian services except the I M S or whom only one copy is required.

341. The report will be made out in the first instance by the Commanding officer or other immediate superior of the officer reported on and will be forwarded by him for the remarks of the senior authorities as soon as all the opinions of the senior authorities ending with the Army Commander or the Head of the Department have been entered. The report will be returned to the officer who first submitted the report or communication by him to the officer concerned who will initial the report at the place assigned for the purpose to show that he has seen it. If the officer reported on is not present with his unit a copy of the remarks will be sent to him and a certificate to that effect will be entered in the report by the C O or first reporting officer. The copy will be returned by the officer after perusal and will then be destroyed.

Reports on  
Staff and  
Inspector  
General  
Officers

(a) After communication one copy of the report will be sent with as little delay as possible direct to the Army Commander or Head of the Department concerned (to Directors in the case of officers of the Ordnance Department) and the balance sent to —

(1) The M S to C in C for all staff and regimental officers and

(2) "

Department Army Veterinary Services and Cantonment Magistrates

(3) The D M S for R A M C, and I M S officers, both copies in the case of the R A M C

(4) The D G O for O D officers

(5) The A G for Recruiting officers and Inspectors of Army Schools, both copies

(b) A summary of the confidential reports on all Army Divisional and Brigade Commanders Staff and Departmental officers will be prepared and submitted as follows —

(1) For Army, Divisional and Brigade Commanders and their staffs in each army—British and Indian services separately —by the Army Commander to the M S to the C in C

(2) For I M S officers by A D M S of Divisions or Independent Brigades to the D M S

- (3) For O D officers by Directors of sections to the D G
- (4) For Supply and Transport Corps by the Assistant Director of Supplies or Assistant Director of Supplies and Transport of the Division concerned to the Quarter Master General.
- (5) For clothing department, by the D A C to the Q M G
- (6) For other officers by the Branch concerned at A H Qrs

342 In the M W S the C R E of a division will be reported on by the D G M W and the G O C division

The C R E and A C R E, respectively will report as C O on all officers serving immediately under them the opinions of brigade and divisional commanders being added when necessary as required by the general instructions on the subject

In the 1st and 4th Divisions the reports on the C R E will in the first instance be submitted for the opinion of the A G G N W F P and Baluchistan respectively

Officers of R E in civil employ will be reported on by their immediate departmental superiors except that an officer cannot report on his senior in army rank and must refer such reports for completion by higher departmental authority Reports will be sent in duplicate by the Head of the local administration or department concerned to the M S to C in C

#### Medals and Orders

General

343 The provisions of the K R are applicable to India when not at variance with the following rules Instructions regarding the wearing of ribbon and medals are contained in the K R, and in A R I, Vol VII Medals and decorations should, whenever possible, be presented with befitting ceremony under the orders of the O C the station, to the recipient on parade

Permission to wear war medal ribbons

344 When the grant of a medal has been notified in army orders and the medal rolls submitted to the G of I, the Divl Comdr may authorise all ranks whose names are entered therein to wear the ribbon which may be obtained free on requisition from the G of I, A D

War medals who are eligible

345 The following persons are eligible for war medals subject to the provision that no person who proceeds to the seat of operations without leave from competent military authority will be entitled to a medal unless employed by the G O C the force or under orders of an officer, specially authorised to make such appointment —

#### 1 Silver medals with clasps

(a) Officers and soldiers, Imperial service troops, officers and soldiers of the Indian Defence Force and, under the orders of the G of I, military police, militia and levies

(b) Civilians employed in the field under the orders of the military authorities on intelligence duties, railway, telegraph or other services if recommended by the G O C the force

#### 2 Silver medals without clasps

(a) Civilian officials employed in territory within the theatre of war whose action materially assists in the success of operations

(b) Civilian officials appointed to assist the G O C the force or other subordinate commanders at the front in matters connected with the conduct of the war, or in the administration of territory

• (c) Duly accredited war correspondents accompanying forces in the field subject to the following conditions —

(i) They must have been granted by a duly appointed censor and remained in possession of permits to act as permanent, not occasional correspondents for accredited newspapers

(ii) Their communications to their newspapers must have been ordinarily forwarded by telegraph and not solely by letter

(d) Nurses of military nursing services. Ladies whose services have been utilised by competent military medical authority for actual nursing duties which could not have been performed by persons belonging or attached to the army may be considered for the grant of a medal

(e) The duly appointed medical staff of a hospital ship used as such at the base of operations. The male members will receive any local clasp that may be issued

### 3 Silver medals with clasps for operations, not for actions

All authorised public and private followers

Duty on transport vessels does not itself qualify for the grant of a war medal (without clasps). Service on land performed by any of the personnel of a transport, including civil surgeons and nurses, will only be recognised if the individual was ordered on duty by competent military authority

346 Any person in possession of a bronze Imperial or Indian war medal, who is entitled under para 345 to a silver medal, may exchange the former, at his own expense, on application through his O C, to the Secretary to the Government of India, Army Department, Simla. If entitled to a silver clasp, he may exchange his bronze medal for a silver one free of cost

Exchange of non-combatants for combatants medal

347 The rules for the award of medals for meritorious service, distinguished conduct in the field, and good conduct, will be found in A R, I, Vol I, and the K R

Medals rules for award

348 No medal or clasp awarded for saving life may be worn without the permission of the W O in the case of British officers and soldiers, or of the G of I in the case of natives. Applications for the grant of the Royal Humane Society's awards must be submitted as laid down in I A F Z 2000, and not direct to the Society

Medals for saving life

349 The medals of discharged men should be sent to them direct by O C units, by registered post

Medals of discharged men

350 Forfeited and unclaimed medals should after one year be returned direct to the W O, or the G of I, A D, Simla according as the medal was issued by the home or Indian authorities

Disposal of unclaimed medals

351 Volunteers serving with a force in the field in a public capacity are eligible for the Victoria Cross

Volunteers eligible for the V C

352 Every officer transmitting a medal roll is responsible for the validity of the claim. Medal rolls are submitted in the form prescribed in the I A O authorizing the grant of the medal, to the Divl Comdr for verification, and transmission to the G of I, A D. Rolls of medals should give the date and place of preparation and the corps, department and division to which the applicant belonged when the medal was earned. Rolls of departmental officers and men (except those of the Ordnance department and S and T corps which go to the Divl Comdr), and of Imperial service troops, will be submitted by heads of departments to the G of I, A D, direct

Submission of medal rolls

353 The medals of the force with which he was attached should be forwarded

the force with which he

354 The medals should be submitted through the C to C, and must distinctly specify whether the individual supporting the claim personally witnessed the act of gallantry on which it is based

Application for the V C

D C medal  
U L and  
R E  
soldiers

355 Upon the special recommendation of the C in C a silver medal for "Distinguished conduct in the field" may be granted to a British soldier on the U L or on the R E Indian establishment who has performed service of a distinctly gallant and distinguished nature. Bars may be added on account of further distinguished conduct.

Meritorious  
service  
medals

356 A silver medal "for meritorious service" may be granted to a British soldier selected for an annuity for long, valuable and meritorious service. (See A R, I, Vol I)

O C  
medals

357 Silver medals for long service and good conduct may be awarded to soldiers of the U L, I S M D, and to those of European parentage enrolled in a native corps before the 15th September 1902 or serving in the hand of the Governor of Madras, who fulfil the conditions prescribed in the K R, and in the case of soldiers of the U L have not been removed therefrom at any time for misconduct.

Meritorious  
service and  
good  
conduct  
medals  
I d in  
army

358 The rules regarding the grant of medals with annuities for meritorious service and of medals with and without gratuities "for long service and good conduct" to men of the Indian army are laid down in A R. I, Vol I. Applications will be submitted on I A F Y 1931.

Forfeiture  
of war  
medals

359 A war medal is to be withdrawn, or withheld, from any person subject to the I A A who is sentenced to transportation, or to forfeit his medals, or who is convicted by court martial of desertion or disgraceful conduct, or by a criminal court of an offence which, if tried by a court martial would be cognizable under section 31 of the I A A.

Replacement  
of lost  
medals

360 Applications from British officers for the replacement of lost medals should be countersigned by the Officer Commanding or Head of the Department and submitted for compliance, to the Secretary to the G of I, A D, Simla. In the case of Indian Officers British and Indian soldiers, volunteers officers and soldiers of the Indian Defence Force and followers, evidence regarding the loss will be recorded by the squadron battery, company or double company commander, as the case may be and when a medal is to be replaced at the expense of the loser, the proceedings will be countersigned by the Officer commanding the unit, who will record his opinion as to whether the loss occurred—

(i) When the soldier was on duty and from causes entirely beyond his control

(ii) By accident

(iii) Wilfully

Under (i) and (ii) applications to replace the lost medals should be at once submitted in A. F. B 177, with the original record of evidence taken by the company, etc., commander, to the Secretary to the Government of India, Army Department Simla.

In cases in which no testimony as to this loss, except that of the soldier himself, is forthcoming, the C O, will, except in very special circumstances, which he will record, take the man's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded, and every effort made to prevent their falling into the possession of unauthorised persons. For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances such as shipwreck, fire, etc. In interpreting this rule, care should be taken to differentiate between such accidental losses, as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus—loss by theft, hurry, loss of baggage while travelling or loss

due to defective fastenings, etc., are such as might be incurred by any individual, and are not, therefore, to be considered as fair charges against the public. In cases where the medal is recommended to be replaced at public expense, the application will be submitted through the Divl or Bde Comdr, who will record his opinion thereon, and submit the same to the Secretary to the G of I, A D, Simla. In cases where replacement is to be at the expense of the loser, C Os will forward the applications direct to the Secretary to the G of I, A D, Simla. The rank, number and spelling of the name should be the same as in the original medal roll.

In cases under (iii) the individual will be dealt with under Section 24 of the A A, or Section 35 of the I A A, and if convicted, he must serve three years clear of a regimental entry before he can be recommended for the grant of a new medal on paying the value thereof. If sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

When a person who has ceased to serve in the Army loses a medal obtained while in military employ, the circumstances of the loss will be investigated by the officer under whom he is employed, and if he is still in the service of the State, otherwise by the nearest civil officer. The investigating officer will forward the result of his investigation with his opinion as to the degree of blame attaching to the claimant, to the officer commanding the unit to which the person belonged when the medal was granted, who will verify the claim and dispose of it as directed above. The circumstances attending the loss of a medal by a person who has not served in the Army will be similarly investigated, and after verification, when possible, the application should be sent to the Secretary to the G of I, A D, Simla, with an accurate description of the medal (and elaps).

**360 A** Indian officers and soldiers of the Indian Army are eligible for the Victoria Cross, as a reward for some signal act of valour, or devotion to the country, in the presence of the enemy. They are also eligible for an additional bar for any further such act. The Royal Warrant is republished in A D Notification No 17 of 1912.

**361** The Order of British India consists of two classes. The first class carries the title of "Sirdar Bahadur" and consists of suhadars, risaldars, rissaldars only, the second class carries the title of "Bahadur" and consists of Indian commissioned officers of all grades. All appointments to, and promotions in, the Order are made by the G of I for long, faithful and honourable service. Ordinarily Indian officers and Senior Sub Assistant Surgeons on the active list are alone eligible. Vacancies in the establishment are filled as they occur. C Os will submit annually (I A F Y-1920) three names for admission to the Order. Promotion therein being ordinarily governed by seniority, only the <sup>Order of British India</sup> <sup>who are eligible</sup> <sup>captain</sup> <sup>lieutenant</sup> <sup>senior</sup> <sup>five</sup> <sup>senior</sup> <sup>members</sup> <sup>on</sup> <sup>usualties</sup> <sup>are</sup> <sup>to</sup> <sup>be</sup> <sup>reported</sup> <sup>who</sup> <sup>is</sup> <sup>a</sup> <sup>member</sup> <sup>of</sup> <sup>the</sup>

first class will, on retirement, be granted the honorary rank of <sup>captain</sup> <sup>lieutenant</sup> Senior sub assistant surgeons are not eligible for the grant, on retirement, of the honorary rank of <sup>captain</sup> <sup>lieutenant</sup>, but Indian officers of Frontier Militia Corps and Military Police are eligible under the conditions applying to Indian officers of the Regular Army.

**362.** The insignia of the Order consists of a gold star pendant from a crimson ribbon, and is worn round the neck outside the collar in full dress. In undress the ribbon is worn in the same way as a medal ribbon.

On promotion in, or removal for misconduct from, the Order, the insignia in possession will be returned to the G of I, A D.

departmental Unattached List on or after the 1st January 1912 will not be promoted to warrant rank unless and until he is in possession of a first class certificate of education or the equivalent under the Army School Regulations. This qualification will not be demanded in the case of a soldier of the M V S or P W D, who has obtained a certificate as Sub-Engineer or Overseer from a Civil Engineering College. Before a soldier is promoted to departmental warrant rank, he must sign a declaration (I A T U 1746). Farmer and orderly room sergeants will receive promotion under the R W, applications being submitted to the G O O the division.

**371 A.** Before a recommendation is submitted for the promotion of a warrant officer of the U L to commissioned rank, the candidate will be seen by a Divl or Bde Comdr (head of department in the case of those serving at headquarters of departments) who will record on the recommendation his own opinion whether the candidate is in every way eligible for a commission.

Disposal of documents on transfer

A F B -120 Regimental conduct sheet  
A F B -121 Coy Conduct sheet  
A F B -175 Medical Conduct sheet  
A D 64-Active Service Pay Book  
A I B -193 Cash Form  
Active Service  
A F B -123 Field Conduct sheet  
A F B -2066 Employment sheet  
Copy of Duplicate Attestation

**372.** Immediately a soldier leaves his unit for employment on the U L the O C will send the marginally noted documents to the officer under whom the soldier is to serve. The copy of the duplicate attestation will be used for the compilation of the U L record of service (I A T U 1744) and will then be destroyed. These documents and his identity discs will be kept with the U L record of service in the custody of the officer under whom the soldier is serving.

In the case of artillerymen, who are removed from their units and transferred as supernumeraries to the staff of armies or divisions their remaining documents (duplicate attestation, etc.) will be forwarded by the O C unit to the G O C the division or independent brigade in which serving for custody.

All other soldiers continue to be borne on the rolls of their original corps as supernumeraries and their remaining documents are retained and kept up by the O C.

Disposal of documents of departmental officers and warrant officers on promotion

**373** A soldier is removed from the rolls of his corps on promotion to departmental warrant rank. The O C the corps or G O C in the case of artillerymen will obtain the original attestation, complete all the documents in his possession up to the date of promotion and send them direct to the heads of the department concerned.

The documents of departmental officers and warrant officers as detailed in para 372 will continue to be maintained by the officer under whom they are serving the attestations and other documents being kept in the custody of the head of the department.

The medical history sheet of a warrant officer will on his promotion to commissioned rank be sent to the head of the department.

**373 A** Immediately a soldier is promoted to departmental warrant rank, the names and addresses of his next of kin, both in and out of India, should be obtained for inclusion in the quarterly list of such to be submitted to the A G in I, vide I A F Z 2000. All variations amongst the next of kin of departmental officers with honorary rank and departmental warrant officers should be notified quarterly to the A G in I, vide I A F Z 2000.

Entries in documents

**374** Appointments to the U L, and, in the case of non departmental warrant officers and all U L N C Os and men, changes in rank, transfers, furloughs, remands dismissals, discharges, etc., will be notified by the sanctioning authority to the officer in possession of the duplicate attestation for entry in that document and

communication to the officer in possession of the original attestation and, where the soldier is not serving in his own Division to the G. O. C. concerned. Their marriages, and births and deaths in their families (see para 161), arrests and court martial entries, also dates from and to which consolidated pay has been drawn (see A. R., I, Vol. I), will be communicated direct by the officer under whom they are serving to the officer in possession of their duplicate attestation for similar action. Heads of Departments will make departmental arrangements for the submission of reports of such occurrences in the case of departmental officers with honorary rank and warrant and non-commissioned officers serving under them to enable them to keep up the attestations and records of service in their possessions.

375. The documents of a non-effective of the U. L. on the rolls of a corps, be sent by the officer under to the officer having charge of his duplicate attestation then dispose of them as directed in K. R. In other cases the head of the department will send all original copies of documents to the A. G., India, except those of non-effective departmental officers with honorary rank and warrant officers of the late Bombay and Madras Unattached Lists which should be forwarded to the G. O. C., Gth (Poona) or 9th (Secunderabad) Division for final custody.

376. The commissioned and warrant ranks of the U. L. are:—

Rank.

#### *Commissioned ranks.*

Commissary, with the honorary rank of captain, or major after 15 years' commissioned service on full pay  
Deputy commissary, with the honorary rank of captain  
Assistant commissary, with the honorary rank of lieutenant

#### *Warrant Ranks, Departmental.*

Conductor.  
Sub Conductor.

#### *Warrant Ranks, Non Departmental*

Garrison sergeant majors  
Transport sergeant majors  
Sergeant majors of schools of instruction.  
Sergeant major, Viceroy's Band  
Sergeant major, Imperial Cadet Corps  
Sergeant major, India.  
Subordinate Veterinary Corps  
Sergeant major, Signal Units

Commissaries, deputy and assistant commissaries should in all communications be designated by their commissioned titles or by the rank attached thereto, without the prefix "honorary." Non departmental warrant officers and N. C. Os. will be designated by their rank to precedence and other . . . which will be noted in their d . . . pension, for which it may c . . . t of such qualifying service.

377. Departmental service counts from the date of transfer to the Service. U. L., but promotion in a department is ordinarily governed by the actual date of appointment or transfer thereto.

378. Non-departmental warrant officers, and all N. C. Os and men may extend their service or re engage under the conditions prescribed in the K. R., but only in the particular corps on the rolls of which they Extension of service.





## Ecclesiastical

389 The orders regarding divine service, and chaplains, contained in the K R are applicable to British troops and native christians serving in India Divine service.

390 As the chaplains of the Indian establishment are not subject to direct military authority, the wishes of the O C should be conveyed to them personally or by letter, and not as an order Chaplain of the Indian establishment.

390-A Chaplains accompanying a force on field service, to manœuvres, or attached to regiments at large concentrations, shall rank as follows —

Senior Chaplains as Majors

Junior Chaplains as Captains

station an annual report thereon Soldiers under sentence, of any denomination may be ministered to by chaplains of their own faith

392 The hours for parade services will be fixed by the O C the station in communication with the several chaplains or ministers Parade services

British troops will be marched to church with arms Any soldier who may desire to receive the Holy Communion at any service, will be allowed to do so

393 No hand shall play during service within 300 yards of any place of worship Bands

394 When capitulation allowance is admissible the station staff officer will on application, furnish any chaplain ministering to the troops, with a monthly certificate showing the number of officers and men of his denomination present in garrison Capitulation returns

395 At stations where there is no church or chaplain, divine service will be performed under the orders of the O C the station in any suitable government building Stations without chaplains

396 Scripture reading rooms are available to soldiers of all denominations. They will, under the orders of the O C the station, be used for the delivery of addresses, for meetings and occasionally for semi religious, but not social, purposes Exclusive possession of the rooms will be given to each persuasion for the conduct of their own meetings Scripture reading rooms

## Military Funerals

397. The rules in the K R relating to military funerals will be followed in India Rules in K R apply

398 Military funerals will be accorded in India to officers and Europeans of the Royal Indian Marine who at the time of death were on the active list, and were not serving with the Royal Navy Europeans of the R I Marine.

399 A naval or military officer of an allied power will be accorded a military funeral, if so desired Officers of an allied power

400 When the troops in the station place, the duty will attend officers on 10 K R Funerals of civil functionaries.

401 A gun can be supplied when no suitable conveyance for the coffin of a deceased officer is procurable Gun carriages

402 At stations where a R C priest draws an allowance from Government, he is bound to read the burial service over every deceased R C soldier, unless excused from doing so by the canons of the R C Church Where there is no R C priest paid by the State, the Protestant chaplain will, if requested, bury the deceased with the rites of the Church of England, unless he died unhaptized (even by lay baptism), ex-communicated by the major ex communication or is declared to be *felo de se*, but no Protestant chaplain can be called upon to bury a R C to whom his own church has refused burial Burial of Roman Catholics.

If chaplain  
refuses to  
bury a  
R C

403 When a R C priest, or a government chaplain refuses to bury a deceased R C soldier, the burial service of the Church of England will be read over the body by an officer of the unit to which the deceased belonged, and the circumstances will be fully reported to the G of I

Cemeteries  
and  
churches

404 Rules for the care of government cemeteries the levy of grave and ecclesiastical fees, the building of churches, and the supply of church furniture, are contained in P W D Code Vol III

Funerals of  
native  
chiefs

405 When the funeral of a Indian chief passes through a station the number of guns he was entitled to when living will be fired as minute guns, the Union Jack being half masted during the salute

# Cantonments

## Stations

General

406 Rules for the administration of cantonments are laid down in the Cantonments Act, 1889 and the Cantonment Code 1899

The rules relating to the tenure of house property and the grant of building sites prior to 1899 are contained in Appx IV

Acquisition  
and disposal  
of land

407 Land will not be taken up for any military purpose nor will any military land in military occupation be relinquished without the sanction of the G of I obtained through the Q M G in India Before negotiations are entered into with the civil authorities for the relinquishment of any land the application will first be submitted to the Q M G in India for the information of H E the C in C who will decide whether the area in question is required for military purposes

The following is the procedure for the acquisition of land for military purposes —

The general procedure laid down in the P W D Code shall be followed in all cases where applicable After ascertaining the cost likely to be involved from the chief revenue officer of the district the Divl Comdr will submit the proposal to the local government with a schedule (on the form in use in the province concerned) of the land, and with a plan showing in distinctive colours the area required

After obtaining the opinion of the local government the Divl Comdr will submit the proposal to the Q M G in India for transmission, if approved to the G of I If the proposal is sanctioned the land will be acquired by the local government and handed over to the military authorities, the cost being paid by the civil authorities and debited to the military through the exchange accounts A copy of the plan and schedule will be recorded in the divisional and station staff offices respectively, and a copy will be sent to the chief revenue officer of the district

The sale of government land will also be effected by the local government

Where cost of the land is debitable to the military works estimates a sanctioned estimate for any work may be regarded as authority for the acquisition of land included in the estimate

Publication  
of description  
of cantonment  
boundaries

408 When a new cantonment is formed and on each occasion of the modification of the limits of an existing cantonment, the following procedure will be followed —

After the sanction of the G of I has been formally given to the acquisition of land for the formation of a cantonment, or to the addition of land to an existing cantonment, or to the exclusion of a portion thereof, as the case may be, and to the consequent alteration of its limits, a committee consisting of the O C the

in the district staff deputed by him, the garrison or executive engineer, and will be submitted to the Divl Comdr for transmission to the local government, who will

obtain the approval of the G of I to the publication of the description of the boundaries in the local gazette or the *Gazette of India*, as the case may be

The original plan and description will be deposited in the Divl office and copies will be sent, for record to the G of I, the civil officer of the district, and the O C, the station

409.

410 The plan of a cantonment will be prepared in the first instance, and revised when necessary by, and at the cost of, the Survey department. Applications for surveys will be submitted through the proper channel to the D G M W. The responsibility for keeping plans corrected rests with the Divl Comdr

411 The G O C will arrange for the annual inspection by a Staff Officer (who, in order to ensure a thorough and searching examination being made, should be furnished with instructions as to the points on which his report is required) of each cantonment, and the G O C will satisfy himself that the boundary pillars of all bazars and of the cantonments are numbered, in proper repair, and correspond with the registered plans or gazetted boundaries, that action is taken at once to remove any encroachments which may have taken place that the cantonment registers are correctly kept, that the station camping ground is kept clean, and that the sanitary camps are fit for occupation

412 When departmental warrant or N C Os outside a cantonment, any house, ground, water, station, or any other place, is used for any purpose, any taxes levied by a municipality will be paid water tax will be recovered from an occupant who is not entitled to free quarters

413 Women will not be employed about the barracks of British troops. No person will be permitted to reside in the lines of any corps or department who is not borne on the strength of the establishment concerned. The O C a unit is responsible that undesirable persons are excluded from the lines and that in a British corps private servants are only allowed to warrant officers staff sergeants and married men

414 In every station there will be a standing barrack committee consisting of the regimental officer next in seniority to the O C the station, the O C a cavalry, artillery or infantry unit or detachment other than the officer above named, the garrison engineer, and the senior medical officer

The local senior departmental officer concerned will join the committee when any departmental matter is, under consideration. The cantonment magistrata should also join the committee whenever sites for military buildings or matters affecting cantonment interests are to be considered. An officer or subordinate of the M W S may be deputed to represent the garrison engineer in his unavoidable absence

The second member of the committee will not be required if but one unit is quartered at the station. The senior member will preside

415 The committee will be assembled to report concerning —

Subject.	When assembled.	Disposal of proceedings.
(1) The suitability of sites in cantonments for any military purpose	As required	Proceedings on A T A 2 regard ing — (a) Sites for defences will be forwarded to the D G, M W for the orders of the G. In C or G of I, as the case may be

A letter  
draft w th  
by R B  
copy notice

Subject	When assembled.	Disposal of proceedings
		<p>(b) Sites for buildings within a defensive work or within the zone of a defensive work will be forwarded to G. O. C. the division or independent brigade for disposal under para. 337 (a) or Appendix XX, respectively.</p> <p>(c) In cases other than those of sites for defensive works, the plan showing the proposed situation of the building when approved by the G. O. C. the station should be sent to the Cantonment Committee for concurrence in order to ensure that the proposed site is not inappropriate or inconvenient to the public. If no objection to the site is received within ten days the construction of the building may be commenced after the proceedings have been confirmed by the G. O. C. In the event of any objection being received the matter should be settled by negotiation between the G. O. C. the station and the Cantonment Committee, and, in case of disagreement the matter should be represented by the G. O. C. the division, to the G. O. C. through the local government.</p> <p>Where the site proposed will encroach on any portion of a road forming part of the main communication of the country, the approval of the local government should be obtained.</p> <p>In the case of sites within the zones of works which have not been classified under the Indian Works of Defence Act or Appendix XX, A. R. I, Vol II, the proceedings will be forwarded to the D. O. M. W., for the orders of the G. in C. or the G. of I. as required.</p> <p>In other cases when the expenditure on works or buildings will not exceed Rs. 2,500 the proceeding will be confirmed by the G. O. C. the brigade; if over Rs. 2,500 by the G. O. C. division or Indt. brigade.</p> <p>The proceedings on I. A. F. W. 1775 will be disposed of as directed on that form and in I. A. F. Z 2090</p> <p>The proceedings on A. T. A-3 will be submitted to the Brigade Commander for disposal or such action as he may consider necessary.</p>
<p>(u) New buildings or works classed as urgent and costing over Rs. 2,500 each</p> <p>(iii) Such matters connected with existing military accommodation as may be necessary.</p>	<p>Annually on 1st April or as soon as possible after that date in the plan or 30th September in the bills.</p> <p>As required</p>	

Subject	When assembled	Disposal of proceedings
(iv) Hot weather requirements and strength of establishments for the following year	Annually, while pun khas are in use	The proceedings in duplicate on I A 1 / 151 will be sent to the Bde Comdr for approval
(v) The condition of all buildings occupied by native troops or followers for the upkeep of which public money is drawn	Before lines are vacated on relief	Proceedings in duplicate on A F A 2. One copy will be given to the O C the outgoing corps, the other will be recorded by the O C the station
(vi) An application for the reduction of the assessed rent of a public quarter		The proceedings on A F A 2 with the application will be sent to the O C the station for transmittal. If he thinks fit to superior authority
(vii) Classification and maintenance of roads in cantonments	As required	Proceedings on A F A 2 with a plan of the roads and recommendations based on the proceedings, will be submitted through the Divl Comdr to Army Headquarters for the orders of the G of I In cases in which the classification of civil roads, imperial or provincial is involved, the proceedings will be forwarded to the local Government or Administration for concurrence, before submission to Army Headquarters

### Military Buildings and Furniture

416 Buildings, fixtures, and furniture will be taken over room by room from the garrison engineer or his representative, by an officer of the unit concerned prior to its arrival at the station. Fixtures and furniture will be checked against lists maintained by the M. W. S. and the furniture ledger, respectively. Both will be signed by the parties concerned, and any objection must be recorded in writing on the spot.

417 The O C the corps or department is responsible for the distribution of the furniture handed over by the M W S

418 When military buildings are vacated, they will be handed over with all fixtures and furniture personally by the O C the corps or department, or by an experienced officer deputed by him, to the garrison engineer or his representative, who will assess the damages.

419 For the purpose of assessing damages and in order to arrange for the execution of repairs, all public buildings fixtures, and furniture will be inspected quarterly by the officer in whose charge they are, or his representative, in company with the local engineer or his subordinate. The cost of replacing broken glass will be included in the assessment of damages, unless the breakages are certified by the local engineer to be due to storm or other similar accident. The furniture ledger of each party will be compared, and when the adjustment of discrepancies is completed will be signed by both parties. Furniture is not to be removed from buildings for this inspection. Damages or losses assessed against occupants will be charged as far as possible to individuals and termed "personal charges". Accounts not traceable to individuals will be classed as "general charges" and shared among the occupants. The amounts assessed as "personal charges" and "general charges" against each company, will be published in regimental orders. In the case of appeal the decision of the Bdo Comdr will be final. Pending orders on an appeal the amount assessed will be paid by the occupants.

D. Requisitions for repairs will be submitted on L A F W -1633 by the

O. C the corps or department No addition or alteration may be made to any military building and no temporary structure may be erected in the barracks or lines of British troops without the sanction of the Bde Comdr. Repairs to earth floors of animals' standings devolve on the corps concerned

New buildings—minor works

421 The cost of new buildings which are classed as minor works is borne by the Divisional grant Requisition on P. W. D. form 8 B will be submitted by the O. C the corps or department to the competent financial authority who, if he approves the project, will provide the necessary funds from the allotment at his disposal

Major works

422 Major works are those costing over Rs. 500 each Before any new major work can be undertaken, it must have been authorised by the G. O. I. under the regulations or by a special order Detailed, or plinth area estimates, will not be prepared for any major work, or unauthorised minor work, until the approximate estimate and project for the same have been accepted by the authority competent to sanction its execution The grants allotted for original departmental major works will not be reduced without

Re-appropriation

between class B  
(under the conditions of the Government, on the application of the head of the department

*Lines of Indian combatants and followers, including those of British units and Army Departments*

Construction and repair

423 The lines of all Indian combatants and authorised followers will be built or, when necessary, rebuilt by the M. W. S. or P. W. D., provided that in the case of units who are under the obligation to buy themselves, rent will be exacted for accommodation provided at the expense of the State Lines of Indian troops and followers built or rebuilt by the M. W. S. or P. W. D., will thereafter be maintained by that agency

Accommodation provided from the army estimates will be maintained from this source by labour hired and supervised by the O. C. the unit in occupation thereof who will receive technical advice from the local M. W. S. or P. W. D. officer when necessary

The employment of Sappers and Miners or of sepoy units of Pioneer units

When a set of lines arises and no temporary structure may be erected in the barracks or lines of Indian troops and followers in charge of the M. W. S. or P. W. D., without the sanction of the Bde Comdr

424.

425. When a corps moves in relief an Indian officer with a few men will be sent in advance to take over the lines of the relieved corps before the latter quits them Corps will become the tenants of lines from the date they are thus taken over The custody and maintenance of unoccupied lines, other than those in charge of the M. W. S. or P. W. D. or those of silladar cavalry, devolve on the O. C. the station who becomes the tenant Charges for the custody and maintenance of unoccupied lines other than those in charge of the M. W. S. or P. W. D., or those of silladar cavalry maintained by the M. W. S., or from local repair funds will be debited to the fixed annual hutting grant

Arrangements for the custody and repair of vacated lines of silladar cavalry, other than those in charge of the M. W. S. or P. W. D., must be made regimentally

Handing over lines on relief.

426 When such of the ranks of the 2nd Q. V. O Sappers and Miners as draw batta continuously are in occupation of lines the property of the State, rent at the following rates per mensem will be recovered.—

	R	a	p
Sulotars . . . . .	3	8	0
Jemadars . . . . .	3	0	0
Havildars . . . . .	0	14	0
Nalis . . . . .	0	12	0
Mixed Sappers . . . . .	0	8	0
Single Sappers . . . . .	0	7	0

The following conditions will govern the recovery of the rent:—

- (i) when men are absent on furlough or leave, rent will not be recoverable;
- (ii) when on manœuvres or the line of march, the recovery of rent will only cease if the unit is called upon to find its own accommodation and Government tentage is not used,
- (iii) when employed on works at an outstation, rent will not be payable if the unit is obliged to find its own accommodation, rent will be recovered if a substitute for quarters in the shape of tents or other accommodation is provided at the public expense,
- (iv) when full accommodation is not provided by Government for the complete unit and regimental arrangements are made for the accommodation of the men for whom no quarters exist, rent will only be recovered for the Government accommodation occupied; if the men are doubled up in the existing accommodation, rent will be recovered for the men actually housed in the lines or in the tents provided by Government.

427. The lines of all silladar cavalry units (except the 38th and 39th Q. I. H and the Corps of Guides) are now the property of Government. Such of these lines as are not in charge of the M. W. S. or P. W. D., will be maintained from the local repair fund except lines provided from the army estimates which will be maintained from the fixed annual hutting grant. The cost of repairs to any set of lines occupied by a non silladar unit and not borne on the books of the M. W. S. will fall against the ordinary hutting grant in the army estimates. A rent of Rs 15 per mensem will be paid by each silladar cavalry unit in occupation of lines which are the property of the State. The rent of Rs 15 per mensem will be credited to the State, except in the case of lines which are maintained from the local repairs fund, in which case the sum of Rs 240 per mensem will be credited to the State and the balance of Rs 175 per mensem paid into the local repairs fund.

Lines of  
Silladar  
cavalry

The monthly rate of subscription will be as follows —

	R	a.		R	a.
Risaldar major . . . . .	3	0	Kot dafadar . . . . .	0	12
Risaldar . . . . .	2	8	Dafadar . . . . .	0	10
Ressaldar . . . . .	2	0	Lance Dafadar . . . . .	0	9
Jemadar . . . . .	1	8	Ward Orderly . . . . .	0	4
			Other ranks . . . . .	0	8

Any sums required to make up the totals above named will be met from regimental funds.

Recoveries on account of bazar rents by non silladar cavalry regiments when in occupation of silladar lines having regimental bazars formerly owned by the cavalry combines will be credited to the local repairs fund administered by the committee concerned in accordance with para. 428.

The administration of lines maintained from local repairs fund is vested in committees appointed by the C in C. These Committees will exercise general control of these lines and the local repairs funds on behalf of Government.



Local  
repairs  
fund

428 The local repairs fund will be applied solely towards repairs. The unexpended balance of the fund will be handed over on relief to the incoming regiment, provided that if the relieving regiment is a non-silladar unit the balance will be made over to the committee by whom the lines are administered.

Making  
over lines  
on relief

429 If, on relief, any question arises as to the condition of the lines, the Bdo Comdr will take steps to assemble a committee of the three nearest commanding officers of silladar regiments.

The decision of the committee will be final. It will be attended by an officer of each of the regiments concerned.

Public  
buildings,  
silladar  
camel  
corps

429 A The lines of silladar camel corps built and repaired by the State consist of —

Office, quarter guard, quartermaster's stores, workshops, camel hospital and pharmacy, mangers and standings, latrines (see para 433), watering troughs and wells, and huts for all native establishments except silladars.

Huts for  
grantee  
camel  
corps

429 B Huts are also provided by Government in the case of grantee camel corps for the same classes of establishment as those for whom they are sanctioned in silladar camel corps.

Lines of  
mule corps

429 C Huts and lines of mule corps and cadres and pony cart cadres are constructed and maintained by the State, the men supplying the unskilled labour as far as possible. Accommodation will be provided for married men to the extent of 10 percent of the sanctioned establishment. The permanent staff will all be provided with quarters on the married scale (Appx XVIII).

The men's lines are provided and maintained from the hutting grant referred to in para 1008, A R, I, Vol I.

The lines will consist of quarter guard, quartermaster's stores, office, pharmacy, workshops, latrines (see para 433), standings, and, where the grant will admit, a bunniah's hut.

429 D The G O C divisions and independent bdes may sanction the sale or demolition of useless military buildings not borne on the books of the M W S, or P W D, on the following conditions —

(i) That the book value of the building does not exceed R2,500.

(ii) If the building has to be replaced, that it is an authorized use, that the cost of replacement will not exceed R2,500 and that the G O C is prepared to find the necessary funds from his hutting grant.

(iii) That no question of the transfer of military land is involved.

(iv) That, in cases where it would be practicable for the local government to make use of the building, steps have been taken to ascertain that the local government or administration concerned do not require it for any purpose.

In cases where the book value of the building exceeds R2,500 proposals for the sale or demolition of the building, with an estimate of the cost involved, will be submitted to the Q M G in I through the prescribed channel for the approval of the C in C.

Bazars of  
Indan  
troops

430 No person unconnected with the provision of supplies to the troops, and no money lender will be allowed to reside in a regimental bazar. A register (I A F Y-1980) will be kept of all residents. The maintenance of the houses in the bazar devolves on the residents who will each pay a small sum which will be determined by the C in C. The

Supplies by  
bunniahs

than six feet  
It usually be kept in stock  
each half squadron, battery  
up to which supplies may  
be given on credit. A just claim up to that amount preferred not later  
than the pay day following the transaction will be settled.

**Sanitation.**

432. The cantonment authority is responsible for the sanitary condition of the station, and the O. C. or corps or department for that of the area occupied by the troops or followers under his command. O. C. station responsible

In each station the O. C. will issue instructions through the senior

433. The construction and repair of latrines are arranged for as follows:— Lat. locs.

*British troops*—By M. W. S.

*Hospitals of Indian troops*—By M. W. S.

*Indian troops, public and private followers of British and Indian troops and departments*—

(a) Where cantonment funds exist—by the cantonment authorities

(b) Where no cantonment funds exist—by the M. W. S.

Furniture and appliances, other than privy pans, are supplied by the authority responsible for the provision of latrines

Privy pans are supplied as follows—

(a) Where latrines are provided by the cantonment authorities, privy pans are also provided by the cantonment authorities

(b) Where latrines are provided by the M. W. S., privy pans, except pans for portable latrines in hospitals, are provided by the S and T corps or by units from their fixed allotments in accordance with Army Tables, Miscellaneous Services, Section III, and Army Tables, Medical Section, III, privy pans for portable latrines in hospitals are provided by the M. W. S.

434. In cases in which the issue of latrine furniture and removal appliances is sanctioned for use in a standing camp the necessary shelters and screens will be constructed by the troops. Condemned tents will be issued for the purpose. If the camp be in a cantonment, inexpensive mud latrines may be built instead, if necessary, the cost being paid by the M. W. S. Standing camps

435. Conservancy charges for troops quartered in standing camps are borne by the State. When troops on the march halt in a cantonment, conservancy charges will be defrayed by the cantonment fund. Influence of cost.

**Soldiers' gardens**

436. A regimental garden is one which is worked regimentally under the supervision of a committee of officers. An account of all receipts and expenditure will be kept, and the profits divided among the soldiers employed in the garden. Company gardens are worked by the men for their own benefit. Gardens, British corps.

437. Sites for gardens will be selected by the cantonment committee, but will not be taken up without the sanction of the Bde. Comdr. The site selected will in the first instance be broken up and inexpensively enclosed by the M. W. S., the cost being paid by the corps and recovered from Government. Sites.

438. Seeds for soldiers' gardens will be supplied free, but in the 4th (Quetta), 5th (Mhow) and 6th (Poona) Divisions, excluding the Belgium, Jhansi and Jubbulpore Brigades, the total annual expenditure is limited as follows:— Seeds.

4th (Quetta) Division. Rs700 per annum, of which Rs300 are for the gardens of Indian troops in Baluchistan and Zhob

The Divl Comdr may sanction exceptions to this rule in case (1) in the following circumstances —

(a) When an officer is acting in such an appointment, but is discharging the duties thereof in addition to those of his substantive appointment, and already pays rent for a house,

(b) When he has been promoted or transferred to the appointment in the same station and it is not considered necessary that he should change his residence,

and in the case of (2) —

When an officer desires to live in a house of which he is the owner or part owner, but such exemptions will not be made unless the building has been built or purchased with the sanction of the Divl Comdr, is wholly the property of military officers, and is within a reasonable distance of the officer's work

Allotment of quarters

**444-D** Should any quarter become available for occupation, and no officer or subordinate be present for whom it is designated, it will be allotted by the O C station, to any other officer or subordinate, for whom he may consider it suitable

Sub letting

**444-E** In any case, where the enforcement of these rules would involve pecuniary loss to the individual concerned, the O C the station may at his discretion allow a reasonable time for moving into a public quarter or he may permit the quarter to be sub let to another officer or subordinate, provided always that the individual to whom the quarter is allotted remains responsible for the rent

Quarters for chaplains

**444 F** Quarters for chaplains are not provided from M W Funds, but if military buildings are not required for military purposes, they may be occupied by chaplains on payment of the rent prescribed in A R, I, Vol III, para 375, Note 4

Full accommodation to be allotted

**444 G** An officer must be allotted the full accommodation of his rank when it is available for him and he must pay rent accordingly. He will not be allowed to occupy only a portion of the accommodation available for his rank or accommodation provided for a junior rank in order to reduce his rent liability. So long as an officer occupies and pays rent for less accommodation than he is entitled to according to his rank, the O C the station must certify that the full accommodation of his rank is not available

Retention of quarters

**445** The occupant of a rented quarter may, if he pays the rent, retain it whilst on privilege leave or temporary detached duty. A person absent from his station duty for a period not exceeding one month will not be called upon to pay rent for quarters at more than one station. The occupant of a free quarter may retain it whilst on temporary detached duty, or privilege leave or, in the case of sub assistant surgeons when on leave on full or three quarters pay

Special case.

**446** The family of an officer or warrant officer I S M D (assistant surgeon branch) may, during his absence on permanent service at another station, or on active service, be allowed free accommodation in any available quarters of the class concerned, provided no extra expence is caused to the State

The family of an officer, a warrant officer or a N C O (including those in the M W S) may, during his absence on active service, be permitted to occupy Government quarters if available, and subject to the condition that the quarters will be vacated if required for any public purpose on payment of the assessed rent of the accommodation occupied, subject to the maximum rate of rent applicable to the absent officer, warrant officer, or N C O, as laid down in the regulations.

General provisions

**447** A quarter will not be sub let by the unit in which the occupant without the sanction of the O C the station. No allowance may be made to a quarter without permission. Attention to vacate a quarter must be given to

alteration.  
of in-  
A. The



## Bedding

Cricket and  
parade  
grounds

450 The State provides parade grounds and for British troop cricket grounds maintains general parade grounds and the railings of cricket grounds and undertakes heavy repairs of regimental parade grounds. In other respects the maintenance devolves on corps.

Persons  
entitled to  
free ordi-  
nary  
bedding

## Bedding

451 The following are the classes of British personnel entitled to free ordinary bedding and the circumstances under which first issues are admissible —

- |  |   |
|--|---|
| (i) British soldiers (except the I S M D) who are provided with free house or barrack accommodation (see para 443) | On arrival or on enlistment in India        |
| (ii) Wives and widows who are in receipt of subsistence allowance of the persons mentioned at (i)                  | On arrival in India or on marriage          |
| (iii) Schoolmistresses   | On arrival or on first appointment in India |
| (iv) Military medical pupils   | On admission to medical colleges            |

NOTE — Compensation cannot be drawn in lieu of bedding.

A free first issue of three blankets will be given to —

- Officers of the British service who are granted commissions and posted to a British unit whilst serving in India, and
- Officers of the British service granted commissions at Home and posted to a British unit in India who did not receive a free issue of blankets before proceeding to India.

451 A The scale of free ordinary bedding per person entitled thereto (see para 451 (i) (ii) (iii) and (iv)) and its periods of wear are —

Articles	Number	Period of wear
(i) Blankets	One	Five years but a commandor may at their discretion authorise replacements after three years.
(ii) Carpets	One	Six years
(iii) Sheets— First issue	Three	Biennial issues are made on the 1st April the first issue counting from the 1st April nearest to that on which it is made.
Subsequent biennial issue	Two	

First issues of free bedding will be made as follows —

*Blankets*, at the port of disembarkation, on first appointment or on enlistment in India.

*Carpets and Sheets*, on arrival at destination, on first appointment or on enlistment in India.

NOTE 1 — Blankets and carpets always remain the property of Government and are accounted for in I A F S 1696 but military medical pupils are allowed to retain these articles on appointment to the I S M D. Persons leaving India can purchase blankets at the rate of the value.

2 Sheets become the property of the recipient.

451 B — Extra issue blankets may be issued during cold weather to —

Extra issue blankets —

- (i) Persons entitled to free bedding — One or two on the advice of the S M O and on the authority of a station order (Two per cot in hill stations only).

They may only be taken from the station of issue to the S & T corps when no longer required. They may only be taken from the station of issue to the S & T corps when no longer required.

3 When new extra blankets are issued they will be made up to the S & T corps.

Extra issue  
blankets for  
extra pro-

451 C One or two extra blankets may be issued at the discretion of the officer commanding the post to families and who are proceeding by rail to the station where they are to spend a night on the S & T corps.



Cricket and  
parade  
grounds.450. The Statg.  
cricket ground-  
cricket gr-  
group-  
to the  
used ones  
supplies  
of the

Person-

Charges  
how borne.

Tatties.

Attention  
examined on  
of medical  
attach.Hot weather establishments  
[Paras. 451-C]

ch periods as may be considered  
and are notified in station orders :—  
dwelling purposes.

regimental quarters and tents occupied by  
non-departmental soldiers (U. L.) not  
pay, schoolmistresses not provided for with  
lands, and their families.

occupied by the following non-departmental soldiers  
(L.) who draw staff pay :—garrison-sergeant-majors,  
Bombay and Fort St. George; transport-sergeant-majors;  
the conservancy sergeant and assistant conservancy sergeant,  
Fort William.

4. Wards of hospitals for British troops.
5. Quarters of matrons residing in hospitals for British families.
- 5-A. Buildings occupied by park sergeants and their families.
6. Buildings occupied by soldiers employed in veterinary hospitals  
(U. L. and regimental); and those in military prisons and  
detention barracks and barrack detention rooms occupied by  
warders not on the U. L.
7. Military prison cells and rooms in detention barracks for which  
appliances are specially allowed.

(B) Other buildings.

8. Guard detention rooms.
9. School rooms (except those used in the early morning only).
10. Regimental institutes (except liquor bars).
11. Regimental workshops (except voluntary).
12. Sergeants' messes.
13. Prayer rooms.
14. Battery or company office, R. A.
15. Offices, surgeries and dispensaries of hospitals for British troops.
16. Offices of staff and departmental officers when not in receipt  
of contract office allowances (see A. R., I., Vol. I).

453. Charges for the above services, except those under 5-A, 6, 7, and  
16, will be borne by the divisional grant which is distributed by the Divl.  
Comdr. to Bdc. Comdrs. who are responsible for fixing the strength and  
rates of pay of establishment at stations. The authority fixing the rates  
of pay of such establishments, whether for duty in barracks, hospitals,  
offices, etc., will take into account when doing so, whether the men have  
to work by day and night, or by day only; the rates, for men employed  
on day work only, being fixed at a lower rate than for those employed  
for day and night duty. Charges under 5-A, 6, 7 and 16 will be debited  
to the grant concerned. Allotments to brigades will be notified in D. O.,  
those to units in B. O., and Os. C. units will, in order to enable them to  
watch the progress of expenditure of their allotments keep registers  
showing the number of men employed and the rate of pay. In order  
to keep the expenditure in hired labour as low as possible, the strength  
of establishments will be reduced whenever practicable. Punkha and  
tattie coolies for places of divine worship and for the offices of station  
veterinary hospitals will be provided from the establishment of corps  
concerned.

454. The use of tatties should be restricted to those stations where  
they are recommended by the medical authorities. They will be issued  
by the S. and T. Corps, on the scale laid down in I. A. F. Z-2151 for the  
services enumerated in para. 452.

455. All menial servants and the hot weather establishments employed  
in the line of British corps, sanatoria, and hospitals, will be medically  
examined before entertainment and periodically thereafter, those suffer-

ing from organic disease being rejected or discharged. Such men will be given a pass (I. A. F. Z-2032) on entertainment, which should be frequently compared with holder to ensure that unexamined men have not been substituted.

Any regimental chowdry or native subordinate entrusted with the duty of procuring the above men should be dealt with by O. C. under paragraphs 10 and 11 if they allow any man to commence work before they have been medically examined and granted the prescribed pass. These rules apply to men engaged for temporary or permanent service.

456 Transfers of private property between units will, except in the case of station fixtures of British units, be mutually arranged. The fixtures referred to will be valued by a station board consisting of the local engineer officer, a representative from each of the units concerned, and presided over by a senior officer not belonging to either. Their valuation will be submitted to the O. C. the station who will state whether he accepts it, and send a copy to each corps. Any dispute regarding the transfer of private property will be referred to the O. C. the station or, if the latter is an interested party, to the Bde Comdr, whose decision will be final. If the direct transfer of station fixtures is impracticable, they will be valued, properly secured and handed over, with a list to the local engineer officer.

456 A. In the matter of shops and houses in regimental hazards, when a corps, either British or Indian, is ordered to move from one station to another, the O. C. the station will

the assembly of a committee on posed of native shopkeepers and in the transaction, and presided over by a British officer, to enquire into the cost of each building and to decide upon a fair scale of rent or purchase to be paid by followers of the relieving corps. A scale of rent should also be fixed for premises when they are to be kept in repair either by the proprietor or by the tenant.

The committee proceedings are to be transmitted to the O. C. the station, who will declare whether the arrangement should be binding on the parties concerned and forward a copy to each corps. No actual transfer of property will be permitted until the parties requiring to take the arrangement

pensioned or discharged civil employment of secret personnel, are contained in

456

459.

460. No secret document on any of the following subjects will be prepared without the sanction of the authority mentioned below who will keep a register of documents prepared under his orders —

Intelligence, Mobilisation, and plans of offence and defence; U of G. S.

Defences, class I, and minefields . . . D G, M. W.

Fire charts . . . . . C G S.

Ordnance stores and works . . . D G O

The term "Secret document" means a document classified as "Secret" by the authorities above mentioned, and duplicates thereof

461. Orders of the G. of I. take effect from the date they bear unless and W. O. orders will not be acted as been sanctioned by the G. of they will take effect from the date in India takes place within six months of that date, otherwise from the actual date of republication in India. All expenditure involved will be dealt with accordingly. Any

Date from which effect.

Preparation of secret documents.



circular of instructions to units which it may be necessary for a department to issue will be sent direct to Divl Comdrs with a request that they will publish in D O so much of it as they deem necessary

Orders to be bound

462 All India Army and Northern and Southern Army orders will be bound annually at the expense of the unit concerned (in the case of hospitals the actual cost within a limit of twelve annas a volume will be borne by the State) The orders may be destroyed in the sixth year after issue

Equipment and supplies when field operations are under taken.

463 When field operations are undertaken the instructions given at the outset by the G of I will indicate to the C in C and the several heads of departments, the nature of the equipment and supplies to be furnished

In matters which are not provided for by the orders of the G of I, the C in C and heads of administrative departments will issue the necessary subsidiary instructions exercising their discretion regarding the extent to which their action should be reported to the G of I, the object in view being, on the one hand, to prevent correspondence on matters of detail which do not sensibly affect the total cost of the operations and on the other to ensure that the G of I is kept fully informed of all proceedings calculated to materially affect that cost, or which involve a departure from the spirit of the regulations

Equipment account on Field Service

463 A Equipment accounts will not be kept on field service except by Ordnance units and Medical and Veterinary Store and Remount Depôts established in the field and at the base of operations Vide Accounts Manual, War, India

On mobilisation O C units and officers in charge of field ambulances and general and veterinary hospitals will write off charge in their equipment ledgers by a certificate voucher all arms, equipment, etc, that will be taken into the field The balance of equipment with the equipment ledger will be handed over to the officer in charge of the details left behind at the peace station or other officer nominated by the G O C for the duty Any transactions that may be necessary after a unit has handed over its ledger and before it leaves its station will be carried out by the O C details to whom certificate vouchers will be furnished

All indents from the field for replenishment of stores should bear a certificate of the O C that the articles demanded are required to replace others worn out or expended on field service If replacement has become necessary owing to the wilfulness or neglect of an individual, it will be made at his expense a notification of the amount due being sent to the Assistant Director of Accounts in the field for recovery

On return of units to peace conditions a board will be assembled to take stock, in detail of all stores in possession of units irrespective of the source from which they were obtained, and this stock will form the opening balance of a new equipment account which will be kept up in the usual manner

The examination of the arms will be carried out by the C O M A who will report specially on the condition of the arms as regards their fitness for service stating what repairs can be carried out regimentally The general instructions which are laid down for annual boards on arms will be followed

464 All appointments whether permanent or temporary, transfers, promotions, retirements exchanges, removals and grants of leave are ordinarily published in the orders of the sanctioning authority and, in the absence of any specified date, take effect from the date of the order in which they appear In the case of first commissions or when higher rank is conferred, the notification must appear in the Gazette of India

465 Commissions and honorary commissions of Indian officers and warrants of all departmental and non departmental British and Indian warrant officers are granted by the G of I Only one commission or

Gazetting appointments retirement leave etc

Comp. regulations and warrants

warrant is issued in each case, and it cannot be replaced, but when it has been satisfactorily proved that its loss occurred in circumstances beyond the owner's control, a "true copy" will be issued and will be so marked

466 No officer can be removed from his appointment except by the next higher authority to that which appointed him

Removal from appointment. Officers can not decline employment.

467. An officer of the Indian army is not at liberty to decline any employment for which he may be selected, nor can he throw himself out of employment by resignation of his appointment

468 All applications from officers of the Indian Service (including those in receipt of unemployed pay) to resign or retire from the service must be forwarded through the prescribed channel (I A. F. Z 2000) for the orders of the G of I. The applicant must give a prospective date from which it is desired that the resignation or retirement may take effect and attach a no-demand certificate. In cases of retirement the applicant must also state where he wishes to draw his pension. An officer, other than on the unemployed list, will not be relieved of his duties until receipt of intimation that the application has been accepted. The same procedure will be followed in the case of applications from lady nurses, M N S to retire from the service

Applications to retire.

Applications from individuals on leave, duty, or who may be residing unemployed in the United Kingdom will be addressed to the U S of State for India, India Office

Applications from officers of the British Service may be accepted provisionally by the C in C, and on receipt of intimation to that effect at the head quarters of the corps the officer will be relieved of his duties. His name will not however, be finally struck off the strength till the announcement appears in the *London Gazette*

A military officer who resigns the service vacates any civil appointment that he may hold

Applications from Indian officers to resign must give their reasons for the act and be forwarded to the Divl Comdr for transmission to the A G for the orders of the C in C. Applications from Indian officers on probation to resign their appointments will be submitted for the orders of the C in C

469 An officer who is eligible under the rules in A R, I, Vol I, to reside in or out of India must apply to the Divl Comdr for permission to do so. He may, with the sanction of the S of S or G O C of the division to which he originally belonged according as he is residing in England or India, change his place of residence at any time

Application to reside in or out of India, unemployed

470 Departmental officers with honorary rank, warrant, and N C Os may be specially promoted for good service in the field, or for distinguished service of an exceptional nature not in the field, when so promoted they will be borne as supernumeraries in their new grades until absorbed by promotion in the ordinary course. In both branches of the I S M D, those specially promoted are eligible for further promotion to the top of the warrant or commissioned grades, as the case may be, according to their new seniority. No promotions can be made in the room of those specially promoted.

Special promotion of departmental men

The channel for submission of recommendations for special promotion is as follows —

(a) The G O C the forces will include his recommendations in his despatch to the C G S. The latter will take the general orders of the C in C and forward a copy of such orders to the A. G in I, who will consult heads of departments at Army Hd Qrs., or department of Govt. concerned direct and take the final orders of the C in C before submission of the recommendations to Govt.

(b) For service in the field—The local head of a department will submit his recommendation to the Divl. or Indt. Bde. Comdr. for transmission to the A. G. The latter will consult the head of the Department at Army Hd. Qrs. concerned and take the orders of the C-in-C, before submitting the recommendation to Govt. In the case of U. I. ranks and members of the I. S. M. D., in civil employ, the local Government or the D. G., I. M. S., will submit their recommendations direct to the Govt. of I., A. D.

Non-retention of unfit person.

471. It is the duty of every O. C. to see that no officer, soldier, follower, or civilian employed, who is unfit to perform his duties is retained in the service.

471-A. On return direct to India from Imperial service abroad of a non-regimental officer or an officer detailed from his regiment for such service, he will be medically examined as to his fitness for duty and he should not be allowed to resume duty in India till he is pronounced fit by a medical board.

Retention of unexpired servant.

472. When an unexpired servant is within three months of 55 years of age, his immediate superior will forward proposals for his retention or otherwise to the superior authority concerned. A similar course will be followed in the case of a man who has been granted an extension of service.

Records of service.

473. The records of service of officers of the British service are maintained in A. B. 83, those of soldiers in their small books, A. F. B. 50. Those of individuals of the Indian service will be kept on the under mentioned forms:—

- (a) Officers of the Indian Army, I. M. S., Ordnance department, on L. A. F. Z 204f
- (b) Officers of the Indian Air Force, on I. A. F. F 193S.
- (c) Departmental officers with honorary rank, warrant officers, and N. C. Os on the U. I. on I. A. F. U 174f.
- (d) Members of the I. S. M. D., on I. A. F. M-119f.
- (e) Indian combatants; I. A. F. K-115S.
- (f) Civilian employees and followers pensionable under civil rules; in the prescribed civil service book.
- (g) Permanent followers serving under military rules, on I. A. F. K-115S
- (h) Temporary followers serving under military rules, on I. A. F. K-115f

Preparation of records of service.

474. In the case of individuals of the Indian service, their record of service (three copies in the case of an I. M. S. officer, one copy in all other cases) will be prepared on engagement, attestation, or appointment.

When records will be destroyed.

service books.

Addition to records of service.

475. To ensure the accurate maintenance of these records all effective officers of the Indian army, whether employed or not, other than

1st January  
In all other  
is they occur.  
y documents,

Transfer of records.

to the individual's new O. C. or other prescribed officer, accompanied, except in the case of officers, by the transfer return of documents (I. A. F. Z-2039)

476 When an officer desires to place on record his appreciation of the services of any subordinate, he should enter his opinion in the person's record of service. Personal and unrecorded certificates and testimonials are not to be granted. Unrecorded appreciation of subordinates is forbidden.

477. The characters of persons subject to the I A A will be recorded in accordance with the instructions laid down in the K R. Recording characters

478 It is the duty of every person in military employ to bring at once to the notice of his superiors any case of dishonesty, fraud, or infringement of orders that may come to his knowledge. Obligation to bring dishonesty to notice

479 The employment of any government servant, animals or stores for private purposes is prohibited, except where such employment is specially authorised, and no work for any private individuals is to be executed in military workshops other than in those of regimental and corps units. Administrative officers (C R D's in the case of M W S) may, however, sanction the execution of private work for government servants only, on the understanding that this sanction is confined to work which such individuals could not have had done elsewhere without great inconvenience. No government servant whether permanent or temporary, may seek other government employment without the approval of his immediate superior. Govt servants or stores

480 Gambling of every description, whether in garrisons, camps or cantonments, is forbidden. Gambling forbidden

481 All ranks are forbidden to engage in trade, or to lend or borrow money from one another or from any one in their service nor may they engage in any transaction that will make one party indebted to the other. They are further forbidden to have any pecuniary transactions whatever with Indian chiefs or officials whether for private or public objects. This does not apply to legitimate fees of medical officers. Borrowing and lending forbidden

482 All ranks are forbidden to sell or buy property from any Indian. Dealing with Indians

employees must declare (I A T Z 2056) before joining the service, and thereafter whenever they acquire additional land the landed property of which they, or their families, are possessed, for communication to the Local Government. Possession of land

482 A The attention of all ranks, British and Indian, should periodically be drawn to the provisions of the Indian Arms Act (and the rules relating thereto) which provides that any person disposing of arms which he possesses for his own private use, to any other person not entitled by law to possess the same, is liable to be punished with imprisonment for three years or with fine or with both. If any officer wishes to dispose of arms or ammunition either by private sale or public auction or otherwise he will ascertain that the would be purchaser is a person entitled by law to possess the same, and if such person's name does not appear in the official army or civil lists he will apply to the magistrate or deputy commissioner of the district, or the local political officer, as the case may be, for permission for the transaction to take place. In the case of an individual under the rank of an officer, the above procedure will be conducted through his C O.

British soldiers are prohibited from purchasing fire arms for their own private use until such arms have been inspected by an armorer, sergeant or armament artificer, and passed by the C O. A register of

(b) *For service not in the field*—The local head of a department will submit his recommendation to the Divl 'or Indt Bde Comdr for transmission to the A G. The latter will consult the head of the Department at Army Hd Qrs concerned and take the orders of the C in C, before submitting the recommendation to Govt. In the case of U L ranks and members of the I S M D, in civil employ, the local Government or the D. G., I. M. S., will submit their recommendations direct to the Govt. of I, A D

471. It is the duty of every O C to see that no officer, soldier, follower, or civilian employe, who is unfit to perform his duties is retained in the service

471-A On return direct to India from Imperial service abroad of a non regimental officer or an officer detailed from his regiment for such service, he will be medically examined as to his fitness for duty and he should not be allowed to resume duty in India till he is pronounced fit by a medical board

472. When an uncovenanted servant is within three months of 55 years of age, his immediate superior will forward proposals for his retention or otherwise to the superior authority concerned. A similar course will be followed in the case of a man who has been granted an extension of service

473 The records of service of officers of the British service are maintained in A B 83, those of soldiers in their small books, A F B 50. Those of individuals of the Indian service will be kept on the under mentioned forms—

- (a) Officers of
- (b) Officers of
- (c) Department

- (d)
- (e)
- (f)

scribed civil service books

- (g) Permanent followers serving under military rules, on I A F K 1156
- (h) Temporary followers serving under military rules, on I A F K 1157

474 In the case of individuals of the Indian service, their records in the case of an I M S officer, one copy in all, or appointment of units serving out of India selected for appointment to the Indian army, and I M S officers whose records will be prepared immediately after arrival in India. In

service books

475 To ensure the accurate maintenance of these records all effective officers of the Indian army, whether employed or not, other than those in permanent civil employ, all I M S and continuous service R A officers, and all ranks of the I S M D, will submit on the 1st January preceding year. In all other entered therein as they occur. In other necessary documents, to the individual's new O C or other prescribed officer, accompanied, except in the case of officers by the transfer return of documents (I A F. Z 2039)

Non retention of unfit persons

Superannuation of uncovenanted servant

Records of service

Preparation of records of service

Addition to records of service

Transfer of records

476 When an officer desires to place on record his appreciation of the services of any subordinate, he should enter his opinion in the person's record of service. Personal and unrecorded certificates and testimonials are not to be granted. Unrecorded testimonials forbidden.

477. The characters of persons subject to the I. A. A. will be recorded in accordance with the instructions laid down in the K. P. Record in character letters.

478 It is the duty of every person in military employ to bring at once to the notice of his superiors any case of dishonesty, fraud or infringement of orders that may come to his knowledge. Obligation to bring dishonesty to notice.

479 The employment of any government servant animals or stores for private purposes is prohibited, except where such employment is specially authorised, and no work for any private individual is to be executed in military workshops other than in the case of regimental and corps units. Administrative officers (C. R. F.'s in the case of M. W. S.) may, however, sanction the execution of private work for government servants only, on the understanding that this sanction is confined to work which such individuals could not have had done elsewhere without great inconvenience. No government servant whether permanent or temporary, may seek other government employment without the approval of his immediate superior. Govt. servants or stores.

480 Gambling of every description, whether in garrisons, camps or cantonments, is forbidden. Gambling forbidden.

481 All ranks are forbidden to engage in trade or to lend or borrow money from one another or from any one in the service nor may they engage in any transaction that will make one party indebted to the other. They are further forbidden to have any pecuniary transactions whatever with Indian chiefs or officials, whether for private or public objects. This does not apply to legitimate fees of medical officers. Borrowing and lending forbidden.

482 All ranks are forbidden to sell or buy property from any Indian other than a regular dealer without the permission of the chief local civil authority, and all *bona fide* purchases or sales must take place openly. Officers, soldiers, and civilian employes are prohibited from holding land in a native state for any purposes other than residential. All civilian employes must declare (I. A. F. Z. 2006) before joining the service, and thereafter whenever they acquire additional land, the landed property of which they, or their families, are possessed, for communication to the local Government. Dealing in land.

482 A The attention of all ranks, British and Indian should periodically be drawn to the provisions of the Indian Arms Act (and the rules relating thereto) which provides that any person disposing of arms which he possesses for his own private use, to any other person not entitled by law to possess the same is liable to be punished with imprisonment for three years or with fine or with both. If any officer wishes to dispose of arms or ammunition either by private sale or public auction or otherwise he will ascertain that the would be purchaser is a person entitled by law to possess the same and if such person's name does not appear in the official army or civil lists he will apply to the magistrate or deputy commissioner of the district or the local political officer, as the case may be, for permission for the transaction to take place. In the case of an individual under the rank of an officer, the above procedure will be conducted through his C. O.

British soldiers are prohibited from purchasing fire arms for their own private use until such arms have been inspected by an armorer, sergeant or armament artificer, and passed by the C. O. A register of

all such arms will be kept, and all sales or other disposals of them will be recorded therein. All private arms and also those supplied by Government to units for sporting purposes will be inspected monthly by an armourer sergeant or armament artificer. (See also para 686, *et seq*.)

Dealings  
with  
contractors

483. No dealings of any kind may take place between any departmental officer, or subordinate, and a contractor, agent or other departmental servant nor may any private accounts be kept between them.

Attending  
classes of instruction  
while on  
leave

483 A. Officers and soldiers are forbidden to institute, or take part in any meetings, demonstrations or processions for party or political purposes.

Religious  
customs of  
Indians to  
be respected

484. An officer attending a class of instruction while on leave remains on leave for the original period granted him; otherwise an officer attending an authorized instructional course or linguistic or professional examination is on duty but no appointment will be made in his corps in his place.

Wearing of  
uniform  
and plain  
clothes

485. The religious customs and prejudices of Indians are to be respected. Officers will take special care that no act of theirs, or the subordinates, violates the sanctity of any place held sacred by Indians.

486. Officers, warrant officers and men are always to be in possession of their uniform, and will wear it when on duty, but may wear plain clothes on such occasions as may be sanctioned by superior authority. Swords will not be worn in a hospital. Officers and soldiers attending a civil court on duty will wear uniform with swords and side arms. Arms will not be worn by an accused person.

No officer, or soldier is required to wear uniform when calling at the India Office, London.

Communications  
to the Press

487. When not at variance with the following instructions, the rules in the K R regarding communications to the Press, are applicable to all officers and soldiers serving in India.

An officer or soldier may not publish in his own name —

(a) any statement of fact or opinion which may embarrass the relations between Government and the people of India or any section of this people,

(b) any statement of fact or opinion concerning the policy or affairs of, or negotiations with, a foreign country which may embarrass the relations between such country and the British or Indian Government,

An officer or soldier who intends to publish a statement which may be considered to fall within this rule shall submit a proof thereof and shall obtain the sanction from the G of I through Army Hd Qrs before publication.

Any information of a professional nature obtained when travelling or employed on duty is to be regarded as the property of the G of I, and may not be published in any form, either anonymously or otherwise, except with the express sanction of the G of I. All applications for such permission should be submitted through the proper channel to Army Hd Qrs accompanied by proofs of the proposed publications. (See also I A F Z 2053.)

Liveries for  
peons and  
menials

488. Livery and warm clothing allowances, at the rates and on the conditions noted below, may be drawn for the jemadars, peons and menial servants attached to offices of the Army Hd Qr staffs, Northern and Southern Army Hd Qrs and of the Hd Qr staff of military departments under the G of I.

Peons of all other military offices will only be equipped with a belt and badge, renewable after two and ten years, respectively.

Scale.	Servants.	ALLOWANCE		REMARKS.
		Annual	Biennial	
I	The jemadar peon in attendance on the C. in C, C. of G S, A G, India, or Q M G, India	R 60	R ..	
	The Jemadar peon in attendance on the Army Commander	..	60	
II	The peon in attendance on other general officers at Army Hd Qrs	30	..	Men at Simla draw R2 8 annually extra for blanket.
	The peon in attendance on other general officers not at Army Hd Qrs	..	30	
III	Peons in attendance on other officers at Army Hd Qrs	22 8	..	
	Peons in attendance on other officers not at Army Hd Qrs	..	22-8	
IV	Peons not in attendance upon officers and all menial servants	..	20	Not admissible to those at Rawal Pindi, Poona, Calcutta, or Madras

Peons under one peon for departmental subject to the approval of Government.

NOTE II.—The allowances under scales I, II, and III are intended to provide a chupkan, pyjamas, pagri, and kummerband annually or biennially as the case may be ;

489 The conditions regulating the grant of patents and the trial of inventions are contained in Appx I Grant of Patents

489 A. All inventors suggesting new patterns of military stores or alterations to them, are in the first instance, to refer them through the usual channels to Army Hd Qrs. In no case will Generals Commanding authorise the trial of any invention without first obtaining sanction from H E the C in C.

This does not apply to articles of equipment of Sappers and Miners which are made up locally by the corps.

490. The O. C an Indian unit may open a single account with the post office savings bank on behalf of the men, on the conditions contained in the Indian postal guide. Savings banks.

491. Annual administration reports are submitted to the G of I, by the Q M G, India, on grass and dairy farms, and by the D G O, D G, C and R, D G, M W, and D G A R on their own departments. They should reach Government within nine months of the close of the financial year to which they relate. These reports should not be confined to a mere record of the operations of the department concerned. They should comprise a concise review of the financial results of the year. Administration reports.



and embody the conclusions that the head of the department may deduce therefrom in regard to the effective and economical working of the department. Only statistics that are clearly of importance should find a place in those reports, and should be given in appendices.

Conduct of  
examinations.

492. The arrangements for all examinations will be made under the orders of the O. C. the station, in communication, when necessary, with the presiding officer.

Examination papers will always be forwarded sealed under confidential registered cover. The addressee will satisfy himself that the envelopes have not been tampered with, and will be responsible for their safe custody until the time of the examination, when he will hand them over sealed, with such instructions for the conduct of the examination as may be necessary, to the presiding officer. -

Responsibility of  
presiding officer.

493. The presiding officer will open them in the presence of all the candidates after he has satisfied himself of the identity of each candidate; that no unauthorized person is present; that all maps, books or papers which might assist candidates have been removed from the room; and that the candidates are so placed that they cannot assist one another. The presiding officer will be responsible that the examination is conducted strictly in accordance with the rules; that the original papers of candidates are sent up; and that the candidates are afforded no assistance by the board or other person. On completion he will furnish the following certificate\*:-

Certificate  
of presiding  
officer.

"I certify that the examination for \_\_\_\_\_ was held at \_\_\_\_\_ on the \_\_\_\_\_ and was conducted by <sup>me</sup><sub>us</sub> in strict conformity with \_\_\_\_\_; that the envelopes containing the examination papers were not tampered with, and were opened by <sup>me</sup><sub>us</sub> at the time fixed for the examination: that <sup>I was</sup><sub>we were</sub> present throughout the examination; that <sup>I</sup><sub>we</sub> have satisfied <sup>ourselves</sup> that no candidate received any assistance during the examination, nor was he allowed to leave the room before handing in his papers; that the papers were completed in accordance with instructions \_\_\_\_\_ (on A B & if used), and were collected by <sup>me</sup><sub>us</sub> at the conclusion of the examination"

\_\_\_\_\_  
President  
\_\_\_\_\_  
Members

Examination  
duty

494. An officer who desires to present himself for any authorised examination, obligatory or optional, will, if he cannot be examined in his own station, be deputed on duty to the nearest examining station for as many days as may be actually necessary. Passage will be allowed under the rules in A. R., I., Vol. X

Candidates  
must be  
punctual.

495. Candidates must attend punctually, and no one will be admitted after the papers have been opened. When the candidates are unknown to the presiding officer he will take such measures as may be necessary to prevent impersonation.

Cand date's  
certificate.

496. Every candidate should be informed before the examination that he has to furnish the following certificate \*

"I certify on my honour that I have neither given nor received, any aid whatever during this examination, and that previous to examination I was unaware of any of the subject matter of the test."

Not to  
be  
built up  
Conduct of  
oral exami-  
nation and  
signature of  
presiding  
officer.

497. Every examination should be held in a public building if possible.

498. A translation from English into another language should never be taken from one of the text books for the examination. The oral portion of any examination should not be taken by an individual member.

\* NOTE.—For certificates to be given at promotion examinations, see K. R., Append. XI, XII, XIII and XIV.

ber of the board, but by the whole board. Each member of an examining board will enter his own opinion (separately if necessary) on the proceedings and sign it.

### Precedence of Corps

499 The order of precedence of Indian Defence Force and Indian corps among themselves is laid down in the official army lists. British and Indian Defence Force corps take precedence of Indian corps. On ceremonial parades Indian cavalry take precedence of field artillery, and Indian artillery and engineers, of British infantry. Otherwise troops will be drawn up as ordered. A bodyguard will always form the immediate escort of the personage for whom it is present.

Order of  
precedence

### Standards and Colours.

500 The rules in the K R under this heading apply to India, unless otherwise provided for. Colours of Indian infantry will be kept in the quarter guard, they will as a rule be carried by the two senior jemadars.

Rules in K R  
apply

501 Standards are not carried by Indian cavalry, nor colours by pioneer, or rifle regiments, the 9th Bhopal infantry, 20th, 21st, 27th, 33rd, 46th, Punjab, 38th Dogra, 40th Pathans, corps of Guides, 33rd 42nd Deoli regiment, 43rd Limpura regiment, 13th Baluchas and Resident's escort, Nepal.

Corps which  
do not carry  
colours.

502 A corps which is represented in the field by less than two squadrons, two thirds of a battery, or a company of sappers and miners, or half a battalion, is ineligible for any honorary distinction for services performed.

Distinctions  
for services  
in the field.

503 Applications for new standards, guidons and colours will be made to the Army Clothing Department as directed in A B, I, Vol XI.

New colours

504 A description of camp colours is given in the K R. Those of Indian corps will bear the number of the corps instead of the title.

Camp and  
sailing  
colours

### Flags.

505 The flag of the Viceroy is the Union Jack, having in its centre the Star of India surmounted by the Imperial crown.

Viceroy's  
flag

506 The Union Jack will be flown daily at the headquarters of the Army, Army Commands, Divisions and Brigades, the Staff College, on inland forts, the forts at Attock, Duhpargarh, Jamrud, Peshawar, Rawal Pindi, Quetta (Miri fort), and on arsenals.

Flag  
at one

507 The Royal Standard, being the personal flag of the Sovereign, will only be hoisted when the Sovereign is actually present, or when any member of the Royal Family is present representing the Sovereign. It will also be used for H M the Queen in the same manner as for the Sovereign.

Royal  
Standard

508 Rules for the use of flags in vessels and boats are contained in the K R.

Flags in  
vessels

### Guards of Honour

509 The instructions in the K R are, with the following additions, applicable to India—

Modifica-  
tions of  
K R

- (i) A guard of honour of 100 rank and file with a captain in command and two subaltern officers (one carrying the standard of cavalry, or the King's colour of infantry, with a proportion of sergeants and the regimental band) will attend on the Viceroy and at State ceremonials.
- (ii) A guard of honour as in (i), but with the Regimental colour, will attend on—

- (a) Governors, Lieutenant Governors, Chief Commissioners, and Residents, 1st class, when present officially at a ceremony of the Supreme Government.

- (b) A Governor or Lieutenant Governor when he first takes up or relinquishes his appointment, when he holds a durbar, and when he is present officially at a public civil ceremony at a military station within the limits of his jurisdiction
- (c) The Commander in Chief in India on occasions of official visits
- (d) Chief Commissioners and Residents, 1st class, when the troops composing the guard are under their administrative control
- (iii) A guard of honour of 50 rank and file with two officers, band, and regimental colour, will attend—
- (a) On Governors and Lieutenant Governors when present officially at a military station outside the limits of their own jurisdiction
- (b) On occasions of official visits of an Army Comdr within his own command
- (c) When a chief commissioner, or resident, 1st class, first takes up or relinquishes his appointment, when he holds a durbar, when he is present officially at a public civil ceremony at a military station within the limits of his jurisdiction
- (iv) In the absence of special instructions, the O C the troops will decide whether the guard of honour should consist of British or Indian troops. In the latter case the captain will be replaced by a subadar and the anhalterns by jemadars

510. Guards of honour, etc., on the following scale will, on requisition by the civil or political authorities, be detailed to attend on Indian chiefs —

Chief entitled to	Guns							Where furnished	When furnished
	21	19	17	15	13	11	9		
(1) Guard of honour at point of entry (or departure), or residence, as convenient.	100 Indian inf with a subadar 2 jemadars band and regtl colour			50 Indian inf under a N O			1	For chiefs with salutes of 21 and 19 guns—at all military stations for those with salutes of less than 19 guns—at presiden cy towns, and at any military station where it is usual to detail guards, or escorts or both, to attend on the chief concerned (local precedents being followed.	(1) and (2) on arrival and departure on a visit other than private or to attend social gatherings or public amusements, when attending a state ceremony to which he has been officially invited; (3) and (4) during residence (3) may be increased for security
(2) Escort thence to or from residence, if available.	2 N C Os and 12 sowars			1 N C O and 8 sowars			1 N C O and 5 sowars		
(3) Guard on residence.	2 N C Os and 12 sepoyas.			1 N C O and 6 sepoyas.					
(4) Escort when the chief goes out, if available	1 N C O and 3 sowars						2 sowars.		

The guard of honour and all guards at the station visited will pay a chief the compliments prescribed for a general officer in uniform

### Honours and Salutes.

511. The instructions in the K R under this head are applicable to India. The honours and salutes due to the Viceroy by troops on parade, will also be accorded to all heads of administrations in India on occasions when they represent the Sovereign

A general salute will be given—

- (a) To Governors and Lieutenant Governors when attending at parade within their own administrations, other than the held on His Majesty's birthday, or on Proclamation day.

Guard for  
Ind an  
chiefs

Honours  
and salutes  
on parade

- (b) To the Chief Commissioner of a province, the Residents at Hyderabad and Mysore, the Agents to the G. G. in Rajputana, Central India, and Baluchistan, when all the troops on the parade which they attend under the conditions in (a) are under their orders.

512.

513. When the Viceroy, a Governor, Lieut.-Governor, the C.-in-C. or <sup>High officials inspect-</sup> an Army Comdr. passes along the front of a camp to inspect it, troops are to fall in, in front of the tents, but not under arms.

514.

K. R.,  
of the

no compliments to persons of lesser degree. When such guards are visited by officers on duty they will turn out to them with eloped arms.

515. Chief Commissioners, the Commissioner in Sind, and officers of <sup>Compliments to</sup>

Other officers of the political department will, under similar circumstances, be paid the compliments due to a field officer.

### Artillery salutes.

516. The general rules laid down in the K. R. regarding artillery salutes will, with the modifications shown in the table below, be observed in India :—

Persons.	Number of guns.	Occasions on which salute is fired.
Imperial salute . . . . .	101	When the Sovereign is present in person. On the anniversaries of the Birth, Accession and Coronation of the reigning Sovereign; the Birthday of the Consort of the reigning Sovereign, the Birthday of the Queen Mother; Proclamation Day.
Royal salute . . . . .	31	
Members of the Royal Family . . . . .	31	
Foreign Sovereigns and members of their families . . . . .	21	
Maharajahs of Nepal . . . . .	21	
Sultan of Maskat . . . . .	21	On arrival at, or departure from, a military station, or State ceremony.
Sultan of Zanzibar . . . . .	21	
Ambassadors . . . . .	19	
Governor of the French Settlements in India . . . . .	17	
Governor of Portuguese India . . . . .	17	
Governors of His Majesty's Colonies . . . . .	17	
Lieutenant-Governors of His Majesty's Colonies . . . . .	15	
Plenipotentiaries and Envoys . . . . .	15	
Governor of Damaun . . . . .	9	
Governor of Diu . . . . .	9	
Viceroy and Governor General . . . . .	31	On arrival at, or departure from, a military station within Indian territory, or when attending a State ceremony.

*Salutes of 9 guns.*

ALIRAJPUR The Raja of—	KISHN AND SOCOTRA. The Sultan of—*
BALASINOR The Nawab (Babi) of—	LAHEJ * The Sultan of—
BANSDA The Raja of—	LIMRI The Thakur Sahib of—
BARAUNDHA The Raja of—	LUNAWARA The Raja of—
BARIA The Raja of—	MAIHAR The Raja of—
BARWANI * The Rana of—	MONG NAI The Sawbwa of—
CHHOTA UDAIPUR The Raja of—	NAGOD The Raja of—
DANTA—Shri Hamirsinhji Jaswat sinhi, Maharana of	PALITANA The Thakur Sahib of—
DHARAMPUR The Raja of—	RAJKOT The Thakur Sahib of—
DHROL The Thakur Sahib of—	SACHIN The Nawab of—
DTHALA Amir Nasir Shah of—	SAWANTWARI The Sir Desai of—
FADHLI SULTAN The—	SHEHR AND MOKALLA * The Sul- tan of—
HAI PAW The Sawbwa of—	SUNTH The Raja of—
KAROND (KALAHANDI) The Raja of—	WADHWAN The Thakur Sahib of—
KENG TUNG The Sawbwa of—	WANKANER. The Raja Sahib of—
KHILCHIPUR The Rao of—	YAWNGHWE The Sawbwa of—

TABLE OF PERSONAL SALUTES.

*Salutes of 21 guns*

GWALIOR Honorary Major General His Highness Sir Madho Rao Scindhia Bahadur, GCSI, GCV O, ADC, Maharaja of—  
JAIPUR His Highness Sir Madho Singh Bahadur, GCSI, GCIE, GCV O, Honorary Major General Maharaja of—  
KOLHAPUR His Highness Sir Shahu Chhatrapati Maharaj, GCSI, GCIE, GCV O, Maharaja of—  
MEWAR (UDAIPUR) His Highness Sir Fateh Singh Bahadur, GCSI, GCIE Maharana of—  
TRAVANCORE His Highness Sir Bala Rama Varma, GCSI, GCIE, Maharaja of—

*Salutes of 19 guns*

MYSORE Her Highness Maharani Kempa Nanjammanu Avaru Vanivilas, CIE, of—†  
NEPAL Honorary Major General His Excellency Maharaja Sir Chandra Sham Sher Jang, Bahadur Rana GCB, GCSI, GCV O, Prime Minister, Marshal of—  
COCHIN His Highness Sri Sir Rama Varma, GCSI, GCIE, Raja of—

*Salutes of 17 guns*

JODHPUR Honorary Major General His Highness Maharaja Bahadur Sir Partab Singh GCSI, GCV O, KCB, ADC†  
ORCHHA His Highness Sir Pratap Singh Bahadur, GCSI, GCIE, Maharaja of—  
SIROMI His Highness Maharajadhiraja Maharo, Sir Kesri Bahadur, GCIE, KCIE, of—

*Salute of 13 guns*

PALANTUR His Highness Nawab Sir Sher Muhammad Khan Zorawar Khan, GCIE, Diwan of—

\* See table of personal salutes  
† Conferred in the first instance during the minority of her son the Maharaja of Mysore and in the capacity of Regent and subsequently continued for her lifetime  
‡ Conferred on him in the first instance as Regent of the Jodhpur State, and subsequently continued for life.

*Salutes of 11 guns.*

BARWAN	His Highness Sir Ali Bin Ahmed, K C I L, Sultan of—
BHOR	
SHIVR	
AL KAYTI, Sultan of—	
ALHAUTA (LAHEJ)	His Highness Sir Ali Bin Ahmed, K C I L, Sultan of—
BOMBAY	His Highness Aga Sir Sultan Muhammad Shah, Aga Khan, G C S I, G C I E, of—†

*Salutes of 9 guns*

KANKER	Maharajadhiraja Komal Doo, of—
LASBFLA	Mir Kamal Khan, Jam of—
LOHARU	Nawab Sir Amir ud din Ahmad Khan Bahadur, K C I E, of—
MUDHOL	Mcherhan Malojirav Vyankatray Rajé Gherpadé alias Nana Saheb, of—
DANTA SHRI	Hamirsinhji Jaswatsinhji, Maharaja of—
DTHALA	Amir Nasir Shah, of—

## TABLE OF LOCAL SALUTES

*Salutes of 21 guns.*

BHOPAL	The Begum (or Nawab) of—	Within the limits of their own territories, permanently.
GWALIOR	The Maharaja (Sindhia) of—	
INDORE	The Maharaja (Holkar) of—	
JAMMU AND KASHMIR	The Maha-raja of—	

*Salutes of 5 guns*

The SHEIKH OF KOWEIT *	Fired by British Ships of War in the Persian Gulf at the termination of an official visit by these Chiefs
The SHEIKH OF BAHREIN *	
The SHEIKH OF ARU TDARI	

*Salutes of 3 guns*

The SHEIKH OF DEBAY	Fired by British Ships of War in the Persian Gulf at the termination of an official visit by these Chiefs.
The SHEIKH OF SAHROAH	
The SHEIKH OF AJMAN	
The SHEIKH OF UM EL KAWAIN	
The SHEIKH OF RAS AL KHEIMA.	

## TABLE OF LOCAL PERSONAL SALUTES.

*Salute of 13 guns.*

H. E. the Governor of Bushire—At the termination of an official visit.

*Salutes of 12 guns*

The SHEIKH OF MOHAMMERAH	Fired by British Ships of War in the Persian Gulf on the termination of an official visit by these Chiefs
The SHEIKH OF KOWEIT	

*Salute of 11 guns*

The SHEIKH OF BAHREIN	Fired by British Ships of War in the Persian Gulf on the termination of an official visit by this Chief
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\* See table of local personal salutes.  
† Granted for his lifetime to all with the rank and status of a Prince (Nawab) in the Bombay Presidency.

*Salutes of 5 guns.*

Eldest son of the Sheikh of Moham- merah.	}	Fired on occasions when they visit one of His Majesty's Ships as their father's representative.
Eldest son of the Sheikh of Lawat.		
The Governor of Moham- merah.		
" " " Bunder Abas.	}	At the termination of an official visit.
" " " Lingah.		

*Salute of 3 guns.*

Eldest son of the Sheikh of Bahrain.	}	Fired on occasions when he visits one of His Majesty's Ships as his father's representative.

519.

520. As a rule salutes will not be fired before 8 o'clock in the morning, nor after sunset. From the 15th April to 15th October salutes will not be fired in the plains between 8 A.M. and 5 P.M. unless specially ordered. They will not be fired on Sundays, except to foreign ships of war.

In the event of any person entitled to a salute arriving or departing on a Sunday, or during non-saluting hours on week days, the salute will be fired at the first opportunity within saluting hours.

521. The salutes which officials and others receive from H. M. ships are laid down in the K. R. and Admiralty Instructions.

*Interior economy.*

*General Instructions.*

K.R. apply. 522. The principles laid down in the K. R. under this head are applicable to India unless at variance with the following rules.

523. Firearms may not be discharged without permission in, or in the immediate vicinity of, a camp or cantonment. Tom-toms may be beaten outside the lines of units until 9-30 P.M. and within the lines with the permission of the O. C. until 10 P.M. Any extension of these hours requires the sanction of the O. C. the station.

524. The O. C. an Indian Corps is responsible that all ranks are acquainted with the following sections of the I. A. A., viz., 13, 14, 16, 21, 25 to 49, and 50 (a) to (c) inclusive. These sections are to be read once in every three months at the head of every unit on parade. They are also to be hung in the regimental guard-room.

525. Thursday will as far as possible be kept as a holiday. Company training may, but musketry will not, be suspended.

526.

527.

528.

529.

530.

*Interpreters.*

531. The Bde. Comdr. may appoint a regimental officer who has passed the H. S. Hindustani to be interpreter to a British regiment for one year from the date of the arrival of the corps in India. A qualified officer of another regiment may be appointed if there is none in the regiment.

532. The rules relating to the appointment of interpreters to courts-martial held under the I. A. A. are laid down in the I. A. A. Rules.

A duly qualified interpreter may, when necessary, be appointed by the convening officer to any court-martial held under the A. A., to a court of inquiry, or to a court of inquest.

When the officer appointed to investigate a claim to family pension is not competent to interpret, an interpreter may be appointed in any language other than Hindustani or one of the obligatory languages named in para 973

#### British officers of the Indian army

533 Officers should deal with the Indian ranks as much as possible through their Indian officers. They should always receive a report in person British officers

534 Company Commanders are responsible for the training discipline and administration of their double companies. They will be assisted by their Company officers Duties of Company Commanders

535 The adjutant is a regimental staff officer. He will train the recruits and remounts and these, with the Indian staff and drill establishments, are under his orders. He supervises the trumpeters, buglers and drummers, prepares the staff muster roll and general state of accounts and distributes the pay of the staff and regimental establishments Duties of adjutant

536 The quartermaster is a regimental staff officer. He is charged with the receipt and issue of equipment, clothing and stores, the provision of transport and rations, the conservancy and cleanliness of the lines and bazar, and with the supervision of the armourers' shop and establishments Duties of quartermaster

537 The medical officer is under the orders of the O C. He will be guided in his professional duties by the regulations of the medical service and the instructions of superior medical authority. He will take charge of the mess and other institutions in his turn Medical officer

#### Indian Officers

538 Indian officers should always be treated with the respect that their position demands Indian Officers

539 The risaldar major or subadar major occupies the position of confidential Indian officer to the O C and is responsible for keeping him acquainted with every occurrence, circumstance, or condition among the Indian ranks which may be prejudicial to the general good feeling or interests of the corps. The excuse that matters had not come to his knowledge can never be accepted. He will be selected for his uprightness of character and personal influence Responsibility of the subadar major

540 The platoon commander is responsible to his Company Commander for the training discipline and administration of the platoon and will keep him acquainted with all occurrences that affect it. He is accountable that no unauthorised persons remain in the platoon lines Duties of platoon commanders

541 The O C a cavalry or infantry regiment will appoint a jemadar as woordie major or Indian adjutant. Candidates for these appointments must have qualified at a school of musketry. The appointment of woordie major or Indian adjutant must be vacated on promotion to rissaldar or subadar or on completion of four years' service there in. Officers can be removed from these appointments by the Bde Comdr Woordie major and Indian adjutant



544. A N. C. O. recommended for a commission should not ordinarily be over forty, nor have more than twenty-two years' service. A private with more than twenty-five years' service should ordinarily not be promoted.

N. C. Os. of transport units may, if otherwise fit, be promoted to the rank of Indian Officer on the recommendation of the Q. M. G. in India, irrespective of the age limit of 40 years.

545. An Indian gentleman of good family and ordinarily not above 20 years of age who desires a direct commission as an Indian officer, should apply personally to the C. O. of the particular corps he wishes to join, or to the R. O. of the class to which he belongs.

These officers will carefully verify the particulars furnished by the candidate (I. A. F. Y-1935), and will satisfy themselves that he is of recognised fighting class enlisted in the army, of decidedly higher social status than the rank and file, and that he belongs to a family that has considerable local influence and position.

In regard to character, physical fitness, and general educational attainments, the candidate should be at least equal to commissioned officers promoted from the ranks.

Lists of candidates who are considered in every way suitable for direct commissions, and who are unwilling to enlist in a lower rank will be kept by R. Os. C. Os. requiring a candidate for a direct commission will apply to the R. O. concerned, who will forward the list required. C. Os. may bring to the notice of R. Os. the name of any candidate who fulfils the above conditions and whom they would like brought on the list.

The names of candidates who attain 23 years of age before appointment on probation will be removed from the list as ineligible.

On appointment to a corps, the name of the candidate will be published in the *Gazette of India*; he will be required to serve on probation for three years, during which time he will be treated and receive quarters as an Indian officer, and on the expiry of the probationary period, he will be placed on the duties of his rank up to and including that of his rank in the order of precedence, and that of his rank in the order of precedence.

facto	to resign.	at	neatly
to re	e service.		liab

On the expiration of the period of probation, a report on the candidate will be submitted to the A G, India. If finally accepted by the C in C, his commission will bear the date of his first appointment on probation.

**545-A.** The sons or near relatives of distinguished Indian officers and others who by good services rendered in the field have a claim on the army, and candidates not possessing sufficiently high qualifications for direct commissions, may, if in all respects likely to become fit for a commission, obtain accelerated promotion to the commissioned ranks. Appoint-  
ment of  
direct com-  
mission  
candidates

Lists of such candidates will be kept by R Os, and commanding officers requiring a candidate for accelerated promotion, will apply to the R. O. concerned, who will forward the list required and place the C O in communication with the selected candidate. C Os may bring to the notice of R Os the names of any men whom they desire to bring on the list.

Such candidates should enlist in the corps to which they wish to be appointed, and will serve in the ranks for at least 18 months, drawing the pay of rank in which serving. If after a minimum period of 18 months in the ranks, they are considered likely to be fit for commissions, and provided that vacancies exist, they may be appointed as jemadars on probation for a period of 18 months, and their names published in the *Gazette of India*.

While on probation a candidate may at any time, if found unsatisfactory, be invited to resign. If he declines to do so, he will be liable to removal from the service.

Appointment to commissioned rank within five years from the date of attestation will be considered accelerated promotion, and will require the sanction of the C in C, for whose orders a report regarding the officer will be submitted to the A G in India, on the expiration of the probationary period of service.

If the retention of the Indian officer is considered desirable, he will be confirmed in his rank with effect from the date of his appointment on probation.

**545 B** Not more than one vacancy in every four in a Cavalry Regt. and one in every five in an Infantry Batta will be filled by officers to whom direct or accelerated commissions have been granted.

**545 C** In the case of Gurkha battalions special consideration should be shown to those candidates who, instead of being brought up in the lines of a battalion, have been sent at an early age by their parents to be educated in Nepal.

**545-D** The Indian officers serving in the army remount department are eligible for promotion from 3rd to 2nd class and from 2nd to 1st class jemadar or rissaidar after two years' departmental service in each class, to rissaidar and risaldar after three years' service as a 1st class jemadar and rissaidar respectively; from 3rd to 2nd class and from 2nd to 1st class risaldar after two and three years' service respectively in the lower class. The rank of risaldar major is conferred on one selected risaldar who must have completed five years departmental service in the latter rank. Those who join as N. C. Os will be on probation as jemadars, 3rd class for two years, on the satisfactory completion of which they may be commissioned as jemadars with effect from the date of joining the department. Indian  
O 2 class  
A B B.

#### Indian non-commissioned officers.

**546** Every promotion to non-commissioned rank (which in the case of Indian cavalry regiments includes lance-dafadar) and the grant of Promo-  
tion  
N. C. O.

deprivation of acting rank, will be made by the O C and published in regimental orders. In regiments of class companies vacancies will ordinarily be filled by men of the same class. The qualifications for promotion to the various ranks are detailed in Appendix XXIII and the pamphlet referred to in para 992.

**Lance rank** 547 Appointments to acting rank (including acting lance dafadars but excluding lance dafadars in Indian cavalry regiments) will be made at the discretion of the O C but will not ordinarily exceed six per half squadron battery or company, except in the case of lance ranks of Indian mountain batteries, where they will ordinarily not exceed eighteen.

**Drill staff** 548 When a person subject to the I A A who was promoted to N C rank by reason of his selection for an appointment carrying that rank (see paragraph 282) is removed from his appointment and is not in every respect fully qualified to perform the ordinary duties of his rank, application will be made to the proper authority for his reduction under the provisions of I A A section 19 (I).

**Appointment of pay havildar** 549 The appointment of pay dafadnr or pay havildar will be held by a N C O who will keep in the vernacular the company order book and accounts and prepare the pay documents. Should it be necessary in exceptional circumstances to employ a private (including an acting N C O) he will be appointed acting pay dafadnr, or havildar, as the case may be.

#### Garrison and regimental duties.

**R.R. apply to India** 550 The orders in the K R under "Roster of duties," "Daily duties," "Guards and picquets" are, when not at variance with the following orders, applicable to India.

**Roster of duties** 551 Departmental officers should not ordinarily be detailed for general garrison duties. An officer holding honorary rank is not available for duties ordinarily performed by combatants. An officer of the Ordnance Department should not be detailed as a member of a garrison board or court of inquiry without reference to the D O S, D O T, or D O I.

**Hours for Reveille, Retreat, Tattoo** 552 "Reveille" and "Retreat" will be sounded nominally at day break and sunset respectively, the time being notified in station orders. "Tattoo" first post at 9 30 P M, last post at 10 P M.

**Alarm to be repeated** 553 All trumpeters and buglers will repeat the "alarm" when sounded. The next for duty will sound it at the officers' quarters.

**Carriage for station use** 554 Carriage for the conveyance of public regimental stores in the station will be supplied by the S and T corps on requisition (I A F Z 2160). Where there is no representative of the S and T corps the O C will hire the carriage required and recover the cost.

**Garrison orderly officers** 555 A field officer of the week will ordinarily be detailed in every cantonment. When necessary a captain may be detailed as a field officer.

**Regimental orderly officers** 556 A British officer of the week and an Indian officer of the day will be detailed in each Indian regiment to superintend regimental duties and internal economy. Risalar majors and subadar-majors will not as a rule be placed on orderly duty. The regimental police, ordinarily one N C O and four privates, will keep order in the hues of an Indian corps.

557. Time guns will be fired as follows—

Time guns.

NORTHERN ARMY.		SOUTHERN ARMY.	
Mid-day (on Sunday one hour before service).	Mid-day (on Sunday one hour before service).	Mid-day (on Sunday one hour before service).	Mid-day (on Sunday one hour before service).
Abbottabad. Amritsar (d). Attock Fort. Bannu. Barrackpore. Benares. Campbellpore. Chakrata (April to October only). Cherat. Dalhousie. Delhi (g). Dehra Dun. D. I. Khan. Dharamwala (c) (e). Dibrugarh (e). Jhelum. Jutogh. Kamuli. Kohat. Landowne. Malakand Fort. Manipur. Marday. Murree. Naini Tal (c). Ranikhet. Rawal Pindi (West Ridge). Risalpur. Roorkee. Sanawar. Shillong. Simla.	Agra. Allahabad. Ambala. Bareilly. Cawnpore. Dinapore. Ierozepore. Fort William. Fyzabad. Jullundur. Lahore Cantonment. Lucknow. Meerut. Multan. Nowshera. Peshawar. Rawal Pindi. Sialkot.	Dhoj (f). Doolah. Fort Sandeman. Hyderabad. Maymyo. Meiktila. Nowgong. Ootacamund. Pachmarhi (e). Saugor. Simsbald. Shweta (e). St. Thomas Mt. Thajetmyo. Trimalgherry. Wellington.	Aden. Ahmednagar. Aurangabad. Bangalore. Belgaum. Bellary. Bolarum. Bombay. Jhansi. Jubbulpore. Kanyptee. Karachi. Khrkee. Madras (b). Mandalay. Mhow. Neemuch. Nasirabad. Poona. Quetta. Rangoon. Secunderabad.

(b) The mid-day gun will also be fired on Sunday.

(c) Tuesday, Friday, and Saturday at mid-day.

(d) On Sunday a warning gun for service only.

(e) Cost paid by private subscription.

(f) Property of, and maintained by, Rao of Cutch.

(g) During the stay of H. E. the Viceroy at Delhi a mid-day gun will also be fired by the battery stationed in camp there.

## Guards and orderlies.

558. The number and strength of guards for military purposes and the number of soldiers to be employed as orderlies, will be fixed by the Bde. Comdr, and should be kept as low as possible. The number of nights in bed should ordinarily be five for British, and four for Indian troops.

Numbers fixed by Bde. Comdr.

559. In the case of ordnance establishments, station magazines, and small arms ammunition stores, British troops should ordinarily furnish the guards, the disposition of such being arranged for by the G. O. C. concerned. Soldiers, however, are not to be employed on duties that can be performed by watchmen.

British guards

560. Patrols will arrest any soldier or civilian disturbing the peace, and will cause the prisoner to be made over to his corps.

562. The duties of, and orders for, each guard will be hung up in the guard room, when necessary in the vernacular.

Orders for guards and sentries.

Personal  
guards

Guards for  
lieutenant-  
governors  
and chief  
commission-  
ers

Non com-  
municable  
with  
requisition

British or-  
derlies.

Mounted or  
derlies

Personal  
and mess  
orderlies

Escorts for  
ammunition  
treasure  
etc

Comman-  
ders of  
troops to  
be furnished  
with written  
orders

Requisition  
from the  
civil power  
must be  
sanctioned  
by the

563 A Divisional or Brigade Commander is entitled to a guard of eleven, and an Officer a station if a field officer to a guard of seven, Indian infantry soldiers

564 A guard of fifteen Indian infantry, and twelve Indian cavalry as orderlies, will be furnished to a lieutenant governor or chief commissioner. When cavalry have to be sent from a distance a detachment of twenty eight soldiers under an Indian officer may be sent and relieved periodically. No military escorts will accompany these officials when touring, except in the case of the chief commissioners in Baluchistan and the N W F Province who are entitled to an escort of 2 mountain guns, 50 Indian cavalry and 160 Indian infantry. They will, however, be furnished on application with such military guards of honour as may be required for special ceremonial purposes at places visited by them in the course of their official tours. The strength of these guards will be as prescribed in para 509. Whenever considered necessary a detachment of Indian cavalry will also be furnished as an escort not exceeding one Indian officer and 50 sabres.

565 Whenever a requisition from a civil authority for a guard for a treasury, treasure escort, etc., is not complied with for public reasons, a report is to be made to the Divisional Commander.

566 British orderlies will not be employed out of doors in the plains in the hot season, between 8 A.M. and 5 P.M. To reduce the work of orderlies the post should be freely used in large stations when communications are not urgent.

567 Mounted orderlies will only be employed when considerable distances have to be covered or urgent messages conveyed. The rules for the employment of mounted orderlies in the K. R. will be observed. They should take every opportunity to save their horses, for which shelter will be provided.

568 The Officer Commanding an Indian corps may have two batmen from the regiment, other British officers one each. One N. C. O. and one private may be employed in the officers' mess. Batmen are never to be employed in a mental or domestic capacity.

#### Escorts

569 The Divisional Commander will, in communication with the local government when necessary, decide whether an escort is necessary for ammunition, military stores, treasure or convicts and if so, will fix the strength, composition and the amount of ammunition to be taken.

570 Every officer or N. C. O. in command of troops escorting stores, treasure or convicts will be furnished by the despatching officer with such orders in writing as the circumstances may require. When stores or treasure are in question, the escort is responsible for the correct number, weight, and condition, of the packages but not for the contents. Escorts in charge of convicts will be provided with handcuffs and those in charge of insanes will be unarmed.

#### Duties in aid of the Civil Power

571 Every requisition made on an officer in command of troops, in writing or by telegram, by a civil or political authority for military aid, will be immediately complied with. The strength and composition of the force, the amount of ammunition to be taken and the manner of carrying out the operations are matters for the decision of the military authorities alone.

But when the services of soldiers are required for duty with the civil departments, police or railway administrations etc., or in other capacities not connected with their military duties the local military authorities will first obtain, through the usual channel, the sanction of the

G. of I. to their employment and rates of remuneration. In cases of emergency, however, the local military authorities are empowered to grant, provisionally, permission for such employment and to fix rates of remuneration, reporting their action at once through the usual channel for confirmation.

572. The following sections of the Code of Criminal Procedure lay down the course to be adopted in dispersing unlawful assemblies. Unlawful assemblies.

### *Unlawful assemblies.*

assembly by force and may require the assistance of any male person not being an

instructions of the magistrate, as to whether  
any magistrate, military officer, police  
reporting to be done under this chapter shall  
be instituted in any criminal court, except with the sanction of the Governor General  
in Council, and

(a) no magistrate or police officer acting under this chapter in good faith,

573 When the O C the troops is required by a magistrate under section 130, or determines that it is necessary under section 131, to disperse an assembly by force, he will, before taking action, adopt the most effectual measures possible to explain to the people that the fire of the troops will be effective. If it be found necessary to fire he will personally order such minimum number of files to fire as he considers the circumstances of the case demand. Care must be taken not to fire on persons separated from the crowd, nor over the heads of the latter. The firing must be carried out with steadiness and be stopped the moment it becomes unnecessary. Fire on an unlawful assembly.

Calling out  
of troops to  
be reported

574 When troops are called out to aid the civil power, the O C the station will immediately send a report to the brigade, division, Gen Staff  $\frac{N}{A}$  Army, A G, Q M G, C of G S and the Secretary to the G of I, A D. While detached, the O C the troops employed will report all movements and any matters of importance that may occur, to the C of G S by telegram repeating the telegram to the O C the station from which the troops were detached, to the brigade and divisional commanders, and to the Gen Staff  $\frac{N}{A}$  Army, the A G, Q M G, and the Secretary to the G of I, A D. He will also send a daily progress report in writing to the C of G S and to the O C the station from which he was detached.

Movements of troops.

Troops halt  
ing at a  
station

575 On arrival at a station on the line of march, the O C the troops or the O C the station, whoever is junior, will forthwith wait upon the other for orders

Officers in  
charge of  
drafts

576 Only officers of the British service entitled to passage will, if practicable, be detailed for duty with drafts proceeding to a port of embarkation en route to England

Dress.

K R apply

577 The instructions in the K R under the heading "Dress and Equipment," are, when not at variance with the following orders, applicable to India

Officer of  
Indian  
corps  
in summer  
uniform

578 An officer is not required to provide himself with the uniform of an Indian corps in which he does not hold a permanent appointment

579 During the summer British troops will wear white uniform in review order, at church, and for walking out, otherwise khaki. The Bde. Comdr will decide when summer or winter clothing is to be worn

Medals

580 Indian officers and soldiers will wear their medals and decorations in the manner prescribed for British officers

Lungi how  
worn

581 The lungi will be tied according to regimental pattern, and not stitched or pinned

Orders of  
dress

582 The orders of dress and equipment of officers are laid down in A R, I, Vol VII, those for soldiers are as follows. Equipment will be carried as laid down in the home regulations

Branch	Review Order	Marching Order	Drill Order
British Cavalry	<p>Helmet Tanle with gloves or gauntlets girdle (Lancers) or white drill frock</p> <p>Pantaloon and knee boots (overall white drill in hot season) and Wellington boots and spurs dismounted</p> <p>Saddlery with head rope shoe case (unpacked)</p> <p>Haversack, water bottle, great-coat rolled on saddle and nosebag</p> <p><i>If ordered</i></p>	<p>Helmet Khaki full equipment, ankle boots with putties or leggings, spurs, clasp-knife and lanyard, haversack, water bottle, bandolier</p> <p><i>On the horse.</i></p> <p>Saddlery complete with head rope bandolier, shoe-case (packed) picketting gear, nosebag blanket great-coat and mess tin.</p>	<p>Helmet. Khaki mounted or dismounted uniform.</p> <p>Ankle boots with putties or leggings spurs, clasp knife and lanyard, bandolier</p> <p>Saddlery complete with head rope.</p>

Branch	Review Order	Marching Order	Drill Order
British Infantry	Helmet, serge or white uniform, ankle boots, one cartridge pocket Haversack, and water bottle. } If ordered	Khaki uniform, ankle boots and putties, full equipment, Ian roller, haversack, water bottle, mess-tin Great coat, if ordered	Khaki uniform, ankle boots and putties two cartridge pockets, Ian roller. Haversack, water bottle, great-coat. } If ordered
Other British and Indian mounted troops.	} As for British Cavalry	The corresponding articles of clothing will be worn, due regard being paid to any special patterns of clothing or equipment authorised.	
Other British and Indian dismounted troops.			

NOTE.—The detail of packing of saddles, equipment of horses and dress and turn out of the N A in India will be found in Field Artillery Training and F A Manuals.

#### Clothing and necessities.

583. Supplemental (see) and transport person  
by the Divl Comdr, exceed one rupee a month in the case of soldiers of less than three years' service, and five rupees a year in other cases. Deductions to especially authorised necessities Indian army

NOTE.—This paragraph does not apply to saddars of camel corps.

#### Bands.

584. A band may not play at a Indian festival or entertainment in a native city without the sanction of the O C the station. The attendance of a band in uniform at a private Indian entertainment is forbidden. In no circumstances should bands, either in or out of uniform, be permitted to take part in Indian processions through the streets or in public places. Bands at M. I. S. entertainments

585. The band of an Indian corps will be managed by a committee of three officers appointed half yearly. The accounts will be laid before the quarterly mess meetings. Band committee, Indian corps

586. The instructions in the K R concerning the leading of massed bands, and the tune of military music will be followed. Massed bands.

587.

588. The first band contribution of an officer of the I A will not exceed 15 per cent on one month's total regimental emoluments. Payments will commence and will be paid in monthly instalments to the corps to which he permanently belongs when he completes 18 months' service in the I A, or (if not then permanently belonging to a corps) to the first corps to which he is permanently appointed after completion of 18 months' service in the I A. Officers will pay further contributions similarly calculated on the increase accruing to their monthly emoluments, on each occasion of promotion or permanent advancement to a higher regimental appointment. Contributions due from an officer on promotion or permanent advancement to a higher regimental appointment which occur while he is seconded or extra-regimentally employed (provided he is not officiating in an appointment) Contributions to band funds, Indian corps.



will not be levied unless the officer returns to regimental duty (either to his own or any other corps) when the contribution will be paid to the corps to which he is posted

An officer who returns to regimental duty after his name has been struck off the cadre of a corps, will pay an original contribution to the corps in which he receives a permanent appointment

Subscriptions to band funds Indian corps

589 Every officer of the Indian service will pay to the corps on the

regimental rate An officer absent from regimental duty for a period exceeding three months and not seconded will pay to the corps to which he permanently belongs the full regimental rate for the first three months and half that rate thereafter A seconded officer will pay at quarter the regimental rate on pay of rank and permanent regimental appointment If drawing sterling leave allowances, an officer will pay  $1\frac{1}{2}$  per cent on such allowances, provided this does not exceed the rate which he would pay if present with his regiment An officer at the Staff College pays no subscription (See para 304)

#### Officers' Messes

#### General instructions

K. R. appli cable

590 The rules in the K. R. relating to officers' messes are applicable to India where not at variance with the following regulations

Mess bills

591 If an officer has not paid his mess bill by the 15th of each month the O. C. will call upon him to do so and if not settled by the end of the month a report will be made to the Bde. Comdr

British corps

592 Contributions will be calculated in the manner subscriptions on Indian pay allowances

Officers

593 Contributions to British regiments will pay subscriptions but not contributions

Sanitary

594 An officer on duty who is a member of the mess of a sanatorium, depot, or class of instruction for one month and upwards, will pay to that mess the subscription he would otherwise have to pay to the mess of his own unit

Cost of guests

595 The cost of mess guests and entertainments will in all cases be borne by the officers concerned in proportionate shares calculated according to their monthly Indian pay of rank An officer of the I. M. S. will be charged as an officer of corresponding rank of the I. A. but in no case more than the O. C.

Advances

595 A The following advances if required may be given to British corps on first arrival in India for the purchase of officers' mess equipment —

A regiment of cavalry or battalion of infantry	R 3 000	To be repaid in five years by a monthly deduction of Rs50 and Rs15 respectively.
A battery or company of artillery	900	from the mess allowance of the unit.

#### Indian corps

Married officers

596 Married officers should ordinarily dine at mess at least once a month

Contributions

597 The payment of mess contributions follows the rules laid down in para 588, except that the amount will not exceed 25 per cent

Subscriptions

598 The payment of mess subscriptions follows generally the rules for band subscriptions The monthly rate however will be Rs8 except in the case of seconded officers when it will be Rs2 and officers absent on duty

from their corps for a period exceeding three months, or those in receipt of sterling leave allowances, when it will be III. If a seconded officer is serving in a colonial or militia corps in which a mess is maintained he will pay no subscription to the corps on the cadre of which he is borne. See para 301.

599 The mess will be managed by a committee of three members appointed at the quarterly mess meeting which will be held as directed in the K R. A statement on I A F. A 160 will be laid before the meeting.

600 The mess fund will be applied to defray charges, firstly, for housing and tentage, secondly, for wages of servants, and, lastly, for the provision and upkeep of equipment.

#### Regimental Institutes

601. The orders in the K R are, when not at variance with the following regulations, generally applicable to India. Regimental institutes will be established, wherever possible, in every unit, or when two or more batteries are stationed together, a joint institute may be provided. The institution is divided into —

(a) refreshment department  
coffee shop  
supper room  
liquor bar.

(b) R A T A room  
(c) library (regl property)  
(d) theatre

602 The following amounts may be advanced to a corps, if necessary, on first arrival in India to assist in the establishment of a regimental institute —

A regiment of cavalry or infantry, Rs 3 000, a horse or field battery, Rs 800, mountain or garrison artillery, Rs 500

603 The management of the institute is vested in a committee of three officers, appointed by the O C, in the case of single batteries or detachments, in the O C himself.

The committee will be assisted by a sub committee of such numbers as O Cs may appoint, elected by the members of the institute.

604 No stores, liquors, books or papers, will be ordered by any subordinate but by the committee alone, who will fix the prices at which they are to be sold, except in the case of malt liquor, the retail price of which will be fixed by the O C.

605 The accounts of every institute will be examined, and the stock and cash checked, monthly, by the committee, and the quarterly mess and band committee will audit the accounts of each branch of the institute, and report the result to the O C.

606 The cash will be placed in the cash box as it is taken at the bar, and the contents of the cash box must be counted, checked against the sales before noon the next day, and made over to the committee. Realizations by the sale of liquor will be handed over by the committee to the paymaster in sums of not less than Rs 500 in the case of a regimental, and Rs 200 in the case of an artillery, canteen.

607 Institute funds may be applied to—

- (i) Defraying the working expenses, renewal of furniture and property of the liquor bar and refreshment department
- (ii) The benefit of the regimental school, recreation department, theatre institute library, amusement of the men, charity to widows and orphans of the corps and to invalid soldiers and their families proceeding home (Rs 2 per head including children), donations to families sent to the hulla, donations to the R A charitable fund, Woolwich, to the Canterbury

Objects to which institute funds may be applied.

Soldiers and Sailors Institute, Corps of Commissionaires, National Association for Employment of Reserve Soldiers; Army and Navy Pensioners' Employment Society, Netley Charitable Fund, Soldiers' Help Society, Soldiers and Sailors Families Association, the Drummond Institution for Orphan Daughters of Soldiers, Dublin

- (iii) The assistance of the other branches of the refreshment department including the R A T A room under the sanction of the Bde Comdr loans to regimental workshops, and sodawater machines

For all men sent to Sanitaria, C Os will make a donation of Rs 2 per man, or such less sum as the G O C the Divn in which the sanitarium is situated considers necessary, to the sanitaria institute funds, to be expended in providing for the comfort and amusement of the men

Supply of malt liquor

1877 C

the supply of beers  
will watch that the  
und and wholesome

quality and that the selling price is fixed in accordance with orders in force at the time C Os in making contracts for the supply to their units must provide for the withdrawal of all beer which the medical authorities consider unwholesome In all cases of dispute, the G O C the Bde shall be the arbiter, which point should be made clear to the contractors

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Periodical analysis of beer

613. All malt liquor issued to the troops will be periodically analysed by the sanitary officer of the division concerned who will report to the Divl Comdr, the presence of any deleterious matter detected

Supply to individuals

614 With the concurrence of the O C concerned departmental officers, warrant and N C Os in detached employ, and European pensioners, and their families may, on the requisition of the officer under whom they are serving, draw a reasonable quantity of malt liquor, on cash payment, monthly or weekly, from regimental liquor bars, at the rates obtaining in the unit

Rate charged by the S. and T. Corps

615 Rum (coloured or uncoloured) required for the ordinary consumption of troops will when necessary, be obtained and retailed under regimental arrangements units paying the local rate of excise duty thereon, but no charge on account of vendor's fees When the medical authorities consider the issue of rum to British and Indian troops to be necessary in circumstances of either climate or physical stress, such rum will be obtained from the S and T Corps Any recommendation of the medical authorities for an issue of rum to troops will be limited to a period of three days and the total period for which recommendations are made in any one month will not exceed nine days The quantity of rum so recommended by the medical authorities is restricted to one dram 25 degrees under proof per consumer per diem: Rum of the S and T Corps will be charged for at the duty of Rs 1 12 C on each gallon,

NOTE (1) — In the case of regiments which are located at stations where the S and T Corps do not stock rum and which may be unable to obtain rum from the S and T Corps in sufficient time to comply with the date specified on the indent referred on medical recommendation the following arrangements are authorised —

- (a) Units which maintain a supply of rum for ordinary consumption in the regimental canteen may, on the medical officer of the regiment recommending an issue of rum on medical grounds draw the required amount

from the regimental store at the rates paid for rum supplied by the S and T Corps, replacement no payment being made subsequently by the S and T Corps on an indent supported by the medical recommendation.

- (b) In regiments which do not maintain canteens, it is open to the officers commanding to keep in regimental stock a small quantity of rum obtained from the S and T Corps at the privileged rate to meet emergent demands.

NOTE 2—2 ozs of tea and 4 ozs of sugar may be issued in lieu of 16 fluid ozs. of rum (25 per cent U. P.), whenever stocks are available to admit of this course.

#### Regimental Workshops.

616.

617.

be bought from loans from the liquor bar funds. Charges are to be made in accordance with a fixed tariff for labour to be bung up in the shop. Fifty per cent is to be added to the cost of labour, on account of tools and plant, on work done for Government or private individuals. Regimental workshops will be allowed to buy any available material from arsenals, or the M. W. S. Castings may be procured on payment from the Cossipore factory if the necessary drawings and specifications are sent.

For rules regarding the supply of tools, see paragraph 764, and for the annual prizes admissible, see A. R., I, Vol. I.

618. An advance of half the estimated cost, but not more than Soda water machines.

#### Libraries.

619. Government libraries as detailed on I. A. F. N. 1268 are provided for the free use of the men of the unit to which they are allotted. They are to be kept distinct from institute libraries, and surveyed once a quarter (see I. A. F. N. 1268). Station hospitals will be supplied from these libraries in such proportions as the O. C. the station may direct. He will also determine the contributions to be made by the institute funds of each unit to meet the pay of the hospital librarian, and other small contingencies. Government libraries.

620. The library number, station and arm, are to be cited in all requisitions and accounts, and on the label which is to be pasted inside every book, showing its catalogue number, cost price, and time allowed for perusal. Library No to be quoted.

621. The allowances for the maintenance of these libraries are laid down in A. R., I, Vol. I, and will be applied under the orders of the O. C. to the repair of books and extra furniture on hand; the purchase of new works; the purchase of furniture in excess of scale. Books and furniture so bought become the property of the library. Library allowance, how spent.

622. The proceeds of the sale of unserviceable books, as well as the value of any book lost, or destroyed which may be recovered from the individual concerned, is to be credited to the library fund. Sale proceeds of books.

623. When a corps leaves a station, the library will be surveyed by a committee convened by the O. C. the station, who will take it over for the relieving corps with all accounts and cash, and grant a receipt on I. A. F. N. 1268. Survey or receipt.

#### Recruiting.

##### British troops.

624. The regulations in force in England for the enlistment of boys and recruits in the British army will be followed in India. Only those Recruits for British corps.

of European parentage are eligible. No enlistment will be made elsewhere than at the head-quarters of the unit concerned without the sanction of the Divl Comdr. Recruits may be enlisted as supernumeraries

### Indian Army

625 The persons to be enrolled, or enrolled and attested under the I A A ns combatants and non combatants, respectively, are shewn in Appendix XXVIII. Combatants will be enrolled on I A F. K-1162, non combatants on I A F K-1163, K-1164, K 1165 or K-1166

626. The authorised class constitution of units of the Indian army is given in the Indian Army List

627. Recruiting for cavalry, artillery, sapper and miner (including military railway and signal companies) and infantry corps will be carried out by R Os. They will also recruit muleteers and bullock drivers for the S and T. corps, and men for the A B corps. For other officers empowered to act as enrolling officers see I A. A Rules

628 The A G, India, is responsible for the administration and supervision of recruiting. R Os will use their utmost endeavours to obtain suitable recruits. When applied to, a R O should inform a claimant of the procedure necessary to establish a claim to pension, or to the estate of a deceased soldier

629 The following are the recruiting centres for the various classes —

Class.	Centre	Class	Centre *
Pathans	Peshawar	Gurkhas . . .	Gorakhpore
	Samana		Darjeeling
Punjabl Musalmans .	Rawalpindi.		
Dogras . . . .	Jullundur	Mahrattas and Dekhani Musalmans	Poona.
	Dharmasala.		
Sikhs . . .	Jullundur	Pajputana and Central India Musalmans and Hindus	Ajmer Mount Abu
Jats and Hindustani Musalmans.	Delhi	Madras Musalmans Hindus and Christians.	Bangalore
Hindustani Hindus	Lucknow		

NOTE 1 —Operations from the Gorakhpore centre are confined to the Nepalese border otherwise operations extended to all localities inhabited by the class concerned

NOTE 2 —There is no separate recruiting centre for Garhwals as this class is united by Officers Commanding Battalions

\*NOTE 3 —For the purpose of volume X para 8<sup>2</sup>(d) Tripinopoly is to be considered as a recruiting centre for Madras Hindus and Christians

630 Recruits will be between 16 and 25 years of age, except in the case of men who may have taken their discharge, either from the colours or from the reserve, who may be re-enlisted if suitable in all respects. No alteration to the age given or assessed on enrolment is permitted. The height for cavalry recruits is left to the O C. The minimum height for Gurkhas and Garhwals is 5 feet, otherwise for the dismounted services 5' 4". Special regimental standards of height and chest measurements are forbidden.

Class  
constitution  
Method of  
recruiting

Duties of  
recruiting  
officers

Recruiting  
centres

Age and  
measurements  
for combatant

The following comparative table of chest measurements will serve as a guide. The figures in the table represent the mean between the measurements of the chest when emptied of all air and when fully expanded. There should be a difference of at least two inches between the two latter measurements.—

Age	5' 4" to 5' 5"	Age	5' 5" to 5' 6"	Age	5' 6" to 5' 7"	5' 7" to 5' 8"	5' 8" to 5' 9"	5' 9" to 5' 10"	5' 10" and upwards
	Chest.		Chest.		Chest	Chest.	Chest	Chest	Chest
				16—17	32"	32½"	33"	33½"	34"
				17—19	32½"	33"	33½"	34"	34½"
19—21	33"	18—22	33"	19—22	33"	33½"	34"	34½"	35"
21—23	33½"	22—25	33½"	22—24	33½"	34"	34½"	35"	35½"
				24—25	34"	34½"	35"	35½"	36"

The chest measurements of artillery recruits of 5' 6" and upwards should be about half an inch above those given in the table. The minimum chest measurement for a Gurkha or Garhwali of 5 feet is 32", otherwise for this class no measurement is laid down.

631. Syces and grass cutters of British mounted corps and non-similar cavalry should not, unless they have served before, be entertained if over 25 years of age.

632. Armourers artificers clerks engine drivers, farriers and muckers <sup>Excep- tions</sup> may be enrolled without regard to conditions of class or measurement, if able bodied men.

Bandsmen, buglers, drummers and trumpeters may be enrolled, though they do not reach the regulation standard of measurement if capable of performing all the duties of a fighting man. Whenever possible they should be of a class authorised for the regiment but when this is not possible other fighting classes, i.e., classes already enrolled as combatants in other Indian units, should be enlisted.

633. Followers of British units will be enrolled for service in the <sup>Enrolment</sup> "Corps of followers, British Cavalry," one of the artillery corps or the <sup>by the</sup> "Corps of followers, British Infantry," and not for service with any particular regiment, battery or battalion.

634. On the R O being informed by an O C of the number of recruits required, he will state when and where a party from the corps should place itself under his orders. Such recruits brought before the R O as appear to him to be of suitable class, height, age and chest measurement will be sent to the medical officer for examination with I A F K 1162, K 1164, K 1165 or K 1166 as the case may be. Those passed fit, and, approved by the R O, will be enrolled by the latter (I A A sections 8 and 9), who will forward the enrolment form of each to the O C his corps or unit. The O C will make the necessary entries in the long roll and attach the first sheet of the form to the sheet roll of the recruit. The remainder of the form may be destroyed after the subsistence and other allowances of the recruit have been adjusted. The forms relating to men who have not been accepted will, after completion to the extent shewn in the instructions thereon, be sent to the O C. The rules for the grant of subsistence, etc., to such men are given in A. R. I, Vol. I.

635. A recruit who presents himself for enrolment at the Hd Qrs of <sup>and</sup> a corps, or artillery unit, will be medically examined and, if accepted <sup>by the</sup> his enrolment will be carried out by the O C.

Discharge  
of unsuit-  
able re-  
cruits

635 A. An Officer Commanding is empowered, under item (xix) of the table annexed to Rule 13 of the I A A Rules, to discharge unattested recruits, but in the case of a recruit not enrolled by a R O the cost of his passage back to his home will not be borne by Government unless the discharge has been sanctioned by the Bde Comdr

636 A recruit enrolled by a R O and considered unsuitable by the O C the corps, will be examined by a board of two medical officers and, if declared unfit, his discharge will be authorised by the Bde Comdr under item (xix) of the table annexed to Rule 13 of the I A A Rules. The O C will not in such cases exercise his powers under the above Rule

Verification  
rolls

637 No person enrolled under the I A A will be attested until his character and antecedents have been verified in accordance with the instructions contained on I A F K 1152. The necessary steps should be taken immediately after the enrolment of every person eligible for attestation (see Appendix XXVIII)

Attestation

638 When a person enrolled as a combatant, or in one of the classes of non combatants for whom attestation is prescribed (see Appendix XXVIII) is reported fit for duty he will provided his character and antecedents have been verified and found satisfactory, be attested in the manner provided in the I A A and Rules made thereunder. This will ordinarily be carried out by the O C the corps, unit, detachment or department with which the person to be attested is serving, but may, when necessary, be carried out by any other officer prescribed in this behalf in the I A A Rules, or by a magistrate

Recruit  
boys

#### *Recruit and pension boys*

639. The sons (orphans having the preference) of Indian officers and soldiers, and failing these, the sons of non combatants, who are not less than ten years of age and are likely to develop into effective soldiers, may be brought on the establishment of recruit boys of Gurkha battalions. Boys intended for employment as drummers, buglers or musicians are not eligible. The O C may discharge a recruit boy for misconduct, unsuitability, or at his own request

Boys will not ordinarily be transferred to the ranks or attested until 16, and then only if sufficiently matured. If no vacancies exist they may be transferred as supernumeraries. If they do not attain the standard height by eighteen they will be discharged by the O C

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641 Recruit boys should remain at regimental head quarters where they will be regularly drilled and attend the regimental school.

To remain  
with head-  
quarters

#### *Discharges*

##### *British soldiers;*

642 The rules for the discharge of British soldiers are contained in the K R, and the authorities who are competent to sanction the various defined - The only soldiers, who may enlisted in India, (i) those discharged the civil power in India to imprisonment or penal servitude (ii) those of twelve years' service and upwards provided that, if the soldier desires to reside in India the O C is satisfied that the employment to be taken up is suitable and likely to be permanent. All other soldiers shall be sent home by public opportunity, to arrive there by the time their engagement expires

643 Soldiers, other than those enlisted in India, sentenced by court martial to imprisonment in India and discharge, will be sent home in time to allow of their discharge there before the term of imprisonment expires. Men whose imprisonment will terminate before the 1<sup>st</sup> Nov in the year will be removed to England during the preceding travelling season

Soldiers  
who may be  
discharged  
in India

Imprison-  
ment in  
India  
charge

Application for commitment warrants will be submitted on I. A. F. D 912 by 1st September. An intimation will be sent with the warrants that "so much of the sentence as directs that the imprisonment is to be carried out not in the United Kingdom shall cease to have effect from the date of embarkation." Soldiers enlisted in India will be discharged locally. The discharge certificate must be sent to the O. C. the station where the prisoner is, before the term of imprisonment expires.

644. Soldiers sentenced to penal servitude by the civil power will be discharged at once by the Bde. Comdr. The discharge certificate will be sent to the governor of the prison. Discharge on sentence of penal servitude.

645. When the discharge of a soldier under paragraph 300 (x) or (xi) K. R. is considered desirable an application on A. F. B-130 will be submitted to the authority competent to authorize the discharge, the special instructions in the K. R. regarding these classes of discharges being followed. Procedure on summary discharge.

### *Indian troops*

646. The rules for the discharge of persons subject to the I. A. A. are contained in the I. A. A. Rules, and the authorities who are competent to authorize the various classes of discharge are therein defined. The summary dismissal of such persons can only be authorized in accordance with sections, 13, 14 and 15 of the I. A. A. Dismissal is also awardable as a court-martial punishment. Discharge authorities.

647. Application for the summary dismissal, or discharge, of a person subject to the I. A. A. will be made on I. A. F. Z-2038, on which the authority authorising dismissal or discharge will endorse the necessary order, to which the C O of the person concerned will give effect. See Rule II of the I. A. A. Rules. Applications for summary dismissal or discharge.

648. All persons subject to the I. A. A. will on dismissal or discharge be furnished with a discharge certificate (I. A. F. Y-1910.) Discharge certificate.

### Transfers.

#### *General.*

649. Transfers should usually have effect from the 1st of the month. The transfer of a British soldier to another corps will be carried out in accordance with the rules laid down in the A. A. and K. R. Transfer of British soldier.

650. Except as provided for by the conditions of service (I. A. F. K-1162) and such other transfers as may be specially ordered by the G. of I., an Indian officer or soldier will be transferred from one corps to another at his own request and expense only, but the transfer of an Indian soldier from one ammunition column to another, at his own request after five years' continuous service at one station, will be regarded as on public grounds. Transfer of Indian soldier.

Applications for the transfer of an Indian soldier at his own request will be made on I. A. F. Z 2038. The sanctioning authority is:—

- |  |                               |
|--|-------------------------------|
| (a) in the case of Indian Officers, and of N. C. Os transferred with a view to promotion to the commissioned ranks | } Divl or Indpt. Bde. Comdr.; |
| (b) all others   | } Bde. Comdr.                 |

The rules regarding the transfer of Indian Officers and N. C. Os from regiments for service with permanent transport units, are contained in A. R., I, Vol V.

#### *Transfer to the Army Reserve.*

651. The rules regarding transfer to the Army Reserve are contained in the K. R. and Regulations for the Army Reserve. The conditions under which a British soldier serving in India may be transferred to the reserve without being required to return to the United Kingdom are:—



specified in the Reserve Forces Act, 1889, and the Indian Addendum to the Regulations for the Army Reserve. A soldier cannot claim to reside in India on transfer to the Reserve.

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#### Insanes.

656. Instructions regarding the disposal of British insanes are contained in A. R., I., Vol. VI., and the Regulations for the Discharge of Soldiers of the British forces serving in India.

657. When an insane officer is sent home, a report of the name and probable date of arrival of the ship in which he sails and the address of his friends should be sent by the Divl. Comdr. to the G. of I. in time to allow of arrangements being made before the officer reaches England.

An insane officer should not be granted any definite period of leave but immediately on his being invalided, the statement of his case (I. A. F. M 1243), together with A. F. B-183 and I. A. F. M-1244, should be sent to the Under-Secretary of State, India Office, Officers of the I. A. and I. M. S. who should not be allowed to return to duty in

India.

658. If a person subject to the I. A. A. is suspected of insanity the

and handed over, with his discharge documents, to the civil power, or, if harmless, to his friends or relations.

#### Family Pensions.

659. The rules governing the grant of family pensions are contained in A. R. I., Vol. I. On the death of a person subject to the I. A. A. under circumstances that entitle the heir to family pension, the O. C. the corps or department will forthwith furnish the O. C. the station nearest the

Switish  
insanes.

Report of  
insane  
officer sent  
home.

Indian  
insane.

Grant of  
pensions.

home of the nominated heir (if the latter is within the prescribed degree of relationship, otherwise the O C the station nearest the home of the senior representative in the prescribed order of succession) with a true copy of the kindred roll of the deceased the death certificate and with any other document substantiating the claim. The O C the station will select a field officer if available, otherwise a captain of the Indian

Gorakhpur

tive to appear before, and will send the documents to the Resident in Nepal  
R O Gorakhpur for examination of title. The investigation of claims to family pensions may be carried out by civil officers in the following cases —

- (a) where inconvenience or hardship would be entailed by claimants having to proceed to the nearest military station,
- (b) when the application is on behalf of a "purdah nashin."

The title of a widow to the allowance of the Indian Order of Merit will be similarly investigated, but the name, address, and description of a widow of a pensioner will be reported by the C M A concerned, to the O C the station nearest her home. The statement of a person subject to the I A A who resides at a distance may be taken down by his O C (see I A F A 374) but that of a civilian must be given in the presence of a magistrate. The proceedings will be recorded on I A F A 366 or 368 according to whether the claim is one for an ordinary or extraordinary family pension.

660 The title of any person claiming a family pension or the pay of the Indian Order of Merit will be investigated in the above manner by the O C the station at which the claim is made. Investigation of title to family pension

661 When a person whose heir is eligible for family pension is granted leave on m c on return from foreign service, the O C the corps will send a copy of the m c. specifying the wounds received or disease contracted to the civil officer of the district in which the person intends to reside. If the person dies whilst on leave the O C will procure from the civil officer a certificate as to the immediate cause of death. It will then rest with the O C to decide from the nature of the certificate whether the action indicated in paragraph 659 should be taken. Case of person dying while on sick leave

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### Special regimental establishments

#### *Armourers, British Corps*

663 A reserve of armourer sergeants is maintained in India and employed in arsenals. When an O C requires an armourer sergeant he will apply direct to the D O S, Poona. Instructions regarding armourer sergeants reduced for misconduct are contained in the K R. Applications for armourer-sergeants

664 In each regiment a soldier who has qualified at an arsenal will Applications to send men to an arsenal on I A F X 1835. Men selected so of instruction under the regimental armourer and be chosen for their aptitude for the work. Men with knowledge of a trade such as blacksmith, turner etc. are preferred. Armourer sergeants will train two N C Os and at least four privates per company. The C O M A will at his inspection report on their training. Assistant armourers N C Os and men to be trained

665 The employment of Indian workmen in the armourer's shop is forbidden. Non employment of Indian workmen

specified in the Reserve Forces Act, 1889, and the Indian Addendum to the Regulations for the Army Reserve A soldier cannot claim to reside in India on transfer to the Reserve

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654.

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# Insane

British  
insanes.

656 Instructions regarding the disposal of British insanes are contained in A R, I, Vol VI, and the Regulations for the Discharge of Soldiers of the British forces serving in India

Report of  
insane  
officer sent  
home.

657 When an insane officer is sent home, a report of the name and probable date of arrival of the ship in which he sails and the address of his friends should be sent by the Divl Comdr to the G of I in time to allow of arrangements being made before the officer reaches England

An insane officer should not be granted any definite period of leave but immediately on his being invalided, the statement of his case (I A F M 1243), together with A F B 183 and I A F M 1244 should be sent by the Divl Comdr to the Under Secretary of State India Office, accompanied by a special report Officers of the I A and I M S. who have been pronounced insane will not be allowed to return to duty in India

Indian  
insanes.

658 If a person subject to the I A A is suspected of insanity the O C will report the case to the Bde Comdr who will direct the examination of the individual by a board composed, if practicable, of two medical officers, otherwise by the medical Commission. If pronounced

harmless, to his friends or relations  
the I A A  
power, or, if

# Family Pensions.

Grant of  
pensions.

659 The rules governing the grant of family pensions are contained in A R, I, Vol I On the death of a person subject to the I A A under circumstances that entitle the heir to family pension the O C the corps or regiment will forthwith furnish the O C. the station nearest the

home of the nominated heir (if the latter is within the prescribed degree of relationship, otherwise the O. C. the station nearest the home of the senior representative in the prescribed order of succession), with a true copy of the kindred roll of the deceased, the death certificate, and with any other document substantiating the claim. The O. C. the station will select a field officer if available, otherwise a captain of the Indian army, to examine the title of the representative, and will inform the latter as to whom, and when, he should report himself with his identifying witnesses. If <sup>Khatmandu</sup> <sup>Gorakhpur</sup> is the station, the O. C. will direct the representative to appear before, and will send the documents to the <sup>Resident in Nepal</sup> <sup>R. O. Gorakhpur</sup> for examination of title. The investigation of claims to family pensions may be carried out by civil officers in the following cases.—

- (a) where inconvenience or hardship would be entailed by claimants having to proceed to the nearest military station,
- (b) when the application is on behalf of a "purdah nashin"

The title of a widow to the allowance of the Indian Order of Merit will be similarly investigated, but the name, address, and description of a widow of a pensioner will be reported by the C. M. A. concerned, to the O. C. the station nearest her home. The statement of a person subject to the I. A. A. who resides at a distance may be taken down by his O. C. (see I. A. F. A-374), but that of a civilian must be given in the presence of a magistrate. The proceedings will be recorded on I. A. F. A-366 or 368 according to whether the claim is one for an ordinary or extraordinary family pension.

660. The pension or the pay of the India the above manner by the O. C. Investigation of title to family pension

661. When a person whose heir is eligible for family pension is granted leave on m. c. on return from foreign service, the O. C. the corps will send a copy of the m. c. specifying the wounds received or disease contracted, to the civil officer of the district in which the person intends to reside. If the person dies whilst on leave the O. C. will procure from the civil officer a certificate as to the immediate cause of death. It will then rest with the O. C. to decide from the nature of the certificate whether the action indicated in paragraph 659 should be taken.

662.

#### Special regimental establishments.

##### Armourers, British Corps.

663. A reserve of employed in arsenals. W apply direct to the armourer sergeants reduced for misconduct are contained in the K. R.

664. In each regiment a soldier who has qualified at an arsenal will be employed as an armourer. Applications to send men to an arsenal on I. A. F. X-1835. Men selected for course of instruction under the regimental armourer and be chosen for their aptitude for the work. Men with knowledge of a trade such as blacksmith, turner, etc., are preferred. Armourer sergeants will train two N. C. Os and at least four privates per company. The C. C. M. A. will at his inspection report on their training.

665. The employment of Indian workmen in the armourer's shop is forbidden.

Assistant  
armourers,  
N. C. Os,  
and men to  
be trained  
Non-  
employ-  
ment of  
Indians

specified in the Reserve Forces Act, 1889, and the Indian Addendum to the Regulations for the Army Reserve A soldier cannot claim to reside in India on transfer to the Reserve

652

653.

654.

655.

#### Insanes

656 Instructions regarding the disposal of British insanes are contained in A R, I, Vol VI, and the Regulations for the Discharge of Soldiers of the British forces serving in India

657 When an insane officer is sent home, a report of the name and probable date of arrival of the ship in which he sails and the address of his friends should be sent by the Divl Comdr to the G of I in time to allow of arrangements being made before the officer reaches England

An insane officer should not be granted any definite period of leave but immediately on his being invalided the statement of his case (I A F M 1243) together with A F B 183 and I A F M 1244, should be sent by the Divl Comdr to the Under Secretary of State, India Office, accompanied by a special report Officers of the I A and I M S who have been pronounced insane will not be allowed to return to duty in India

658 If a person subject to the I A A is suspected of insanity the O C will report the case to the Bde Comdr who will direct the examination of the individual by a board composed, if practicable, of two medical officers, otherwise by the man's Company Commander (O C in the case of a departmental follower) and the officer in medical charge If pronounced insane he will be discharged by the authority prescribed in the I A A and handed over, with his discharge documents, to the civil power, or, if harmless, to his friends or relations

#### Family Pensions

659 The rules governing the grant of family pensions are contained in A R I Vol I On the death of a person subject to the I A A under circumstances that entitle the heir to family pension the O C the corps or department will forthwith furnish the O C the station nearest the

British  
insanes

Report of  
insane  
officer sent  
home.

Indian  
insanes.

Grant of  
Pensions

home of the nominated heir (if the latter is within the prescribed degree of relationship, otherwise the O C the station nearest the home of the senior representative in the prescribed order of succession), with a true copy of the kindred roll of the deceased, the death certificate, and with any other document substantiating the claim. The O C the station will select a field officer if available, otherwise a captain of the Indian

Gorakhpur

tive to appear before, and will send the documents to the Resident in Nepal, R. O., Gorakhpur for examination of title. The investigation of claims to family pensions may be carried out by civil officers in the following cases —

- (a) where inconvenience or hardship would be entailed by claimants having to proceed to the nearest military station,
- (b) when the application is on behalf of a "purdah nashin"

The title of a widow to the allowance of the Indian Order of Merit will be similarly investigated, but the name, address, and description of a widow of a pensioner will be reported by the C M A concerned, to the O C the station nearest her home. The statement of a person subject to the I A A who resides at a distance may be taken down by his O C (see I A F A 374), but that of a civilian must be given in the presence of a magistrate. The proceedings will be recorded on I A F A-366 or 368 according to whether the claim is one for an ordinary or extraordinary family pension.

660 The title of any person claiming a family pension or the pay of the Indian Order of Merit will be investigated in the above manner by the O C the station at which the claim is made.

661. When a person whose heir is eligible for family pension is granted leave on m e on return from foreign service, the O C the corps will send a copy of the m c. specifying the wounds received or disease contracted, to the civil officer of the district in which the person intends to reside. If the person dies whilst on leave the O C will procure from the civil officer a certificate as to the immediate cause of death. It will then rest with the O C. to decide from the nature of the certificate whether the action indicated in paragraph 659 should be taken.

662

#### Special regimental establishments.

##### *Armourers, British Corps.*

663 A reserve of employed in arsenals apply direct to the armourer sergeants reduced for misconduct are contained in the

em- Applications will for armourer sergeants

664 In each regiment a soldier who has qualified at an arsenal will be appointed assistant armourer. Applications to send men to an arsenal for instruction should be made on I A F X 1835. Men selected should have undergone a course of instruction under the regimental armourer and be chosen for their aptitude for the work. Men with knowledge of a trade such as blacksmith, turner, etc., are preferred. Armourer sergeants will train two N C Os and at least four privates per company. The C C M A will at his inspection report on their training.

Assistant Armourers N. C. Os. and men to be trained

665 The employment of Indian workmen in the armourer's shop is forbidden.

Non employment of Indians

Board to  
assess  
damages

666 When an armourer sergeant hands over charge a regimental board will assess the amount to be paid by him to make good any loss injury, or deterioration of the appliances and tools not due to fair wear and tear or expended in the repair of service arms. In case of decease it will be recovered from his estate.

### *Armourers, Indian corps*

Designation  
and duties

667 The head armourer of a cavalry or infantry regiment is a private who is designated armourer dafdar (hazildar) and must hold a certificate as a first class armourer. His duties are laid down in "Instructions for regimental armourers." He will train two N C Os and four men per company.

For the repair of arms he will receive a monthly allowance of not less than Rs. 30 from the contract allowance of Company Commanders. Tools supplied from an arsenal will be paid for by the armourer in monthly instalments of not less than Rs. 10.

Assistant  
armourer

668 A trained private holding a certificate as a second class armourer will be appointed assistant armourer in each regiment. He will receive a monthly allowance of not less than Rs. 15 in a cavalry, and Rs. 10 in an infantry regiment.

Applications to send men to an arsenal for instruction should be prepared on I A F A 1830. Men should be selected for their intelligence, be able to read and write in the vernacular, and have undergone a course of instruction under the regimental armourer.

Responsible  
for  
damages to  
appliances

669 An armourer is responsible for any loss injury, or deterioration of appliances or tools traceable to his neglect. The sum to make good such loss will be assessed by a regimental board.

### *Butchers*

In training  
as butchers

670 For the requirements of field service a few men in each British corps will be instructed as butchers by the S and T corps. The course will last about three months. Men who qualify will receive certificates as butchers (I A F A 1843). Cattle should never be slaughtered by men under instruction except in the presence of a responsible subordinate detailed by the S and T officer in charge.

### *Unattached List clerks*

India  
Miscellaneous  
clerks

671 An establishment of 47 clerks borne on the India Miscellaneous

Vacancies amongst these clerks will be filled by selected military staff clerks.

Corps of  
Military  
clerks

672 129 Sergeants on the U L will be employed as military staff clerks in the General and Medical branches of Divl and Bde staff offices, as follows—

Five first grade sergeants as head clerks of the Aden, Karachi, Presidency, Rangoon and Mandalay Bde offices.

Fifty one second grade sergeants as head clerks of the remaining Bde offices (excepting Bombay) and as assistant clerks in the Burma Divl office and the Rangoon, Mandalay, Derajat, Kohat and Bannu Bde offices.

Seventy three third grade sergeants as assistant clerks in Divl and Bde offices other than those in Burma and the Indian Frontier Bde offices.

Vacancies among these military staff clerks will be filled from the soldiers employed and trained in Divnl and Bde offices

673 Divl Comdrs will control the appointment, promotion, posting etc of all clerks serving in the general and medical branches of their own Divl offices and in the Bde offices of their Divns. The India Misc List clerks and the only staff clerks in each Divn will be borne on separate Divl lists for office promotion and will, ordinarily, be promoted according to their seniority in their own Divn. The India Misc List clerks will, ordinarily, be promoted in army rank according to their seniority on the India Misc List.

Appoint  
ment and  
promotion

Derajat	.	R'pindi	"	.	.
Bannu	.	Lahore	"	.	.
Aden	.	Quetta	"	.	.

#### *Soldier clerks*

674 British soldiers of good character, at least second class shots and, for employment in station hospitals, possessing a second class certificate of education may do duty as clerks in military offices in the district in which their unit is stationed. If the unit goes to another division a clerk may, with the approval of the G O C of the division in which he is employed, be retained in his employment. Clerks of the mounted branch must attend riding school once a week unless excused by the Bde Comdr. They will live in barracks. A clerk will rejoin his unit, as a rule, one month before it leaves India. Regimental promotions in the place of clerks are not admissible.

Temporary  
soldier  
clerk

675. The sanction of the Bde Comdr is required to the withdrawal of a soldier clerk by the O C the unit. A man who desires to terminate his employment as a clerk, must give one month's notice to the head of the office.

With  
drawal  
of clerk  
from em-  
ployment

676 Soldiers will be employed as clerks in Indian cavalry and in infantry regiments. If qualified soldiers are not forthcoming suitable men to the number of six per regiment may be specially enrolled.

Soldier  
clerk in  
Indian  
corps

#### *Cooks*

677. In each Bde there shall be a certain number of cooks, trained in field cooking, and native appliances.

#### *Munshis*

678 Application for appointment as munshi to British troops will be submitted on I A F Z 2057. The appointment and discharge will be carried out by the Divl or Indpt Bde Comdr. They are also subject to the provisions of paras 10 and 72.

Appoint-  
ment and  
discharge

will they exercise any

down in A R, I, Vol I

any of munshis is laid

678 B, Munshis will accompany their units when moving in relief within Indian limits. In the case of a unit leaving India timely arrangements will be made between divl comdrs concerned for the transfer of the munshi to a unit arriving in India in relief.

#### *Shoeing smiths, British corps*

679 The regulations regarding the training of shoeing smiths in K R, mounted corps, and cold shoers in infantry battalions are contained in the K R. (See also paragraph 721)



*Shoemakers, Indian corps*

681 The two sepoy mochos borne on the strength of an Indian infantry corps will receive a monthly allowance from Company Commanders to be fixed by the O C

*Tailors, British corps*

681 A A sergeant master tailor may be appointed in a British Infantry unit (see K R ), provided it is not serving at Aden When a unit proceeds to Aden the sergeant master tailor should be transferred to the Home establishment

682 In order to obtain competent master tailors, nine soldiers from the Northern Army will be received at the clothing factory, Alipore, for training, and six from the Southern Army at the factory at Madras The classes of instruction will be held annually commencing on the 3rd January and lasting for about 12 months A candidate must be of good character, a tailor by trade, and possess a 2nd class certificate of education He must have not less than four years' unexpired service and must declare his willingness to extend to complete twelve years with the colours or re engage as the case may be Men will join under the instructions of the superintendent of the factory concerned Those who qualify will receive certificates (I A F X 1843) as master tailors Applications will be submitted on I A F X 1835 together with the certificate referred to thereon The expenses of a candidate who proceeds to another station in order to be examined by a sergeant master tailor are not admissible as a public charge

*Tailors, Indian corps*

683 A class for the instruction of privates of Indian infantry as master tailors is held annually at each of the clothing factories at Alipore and Madras commencing on the 3rd of January and lasting for about 12 months All candidates (the number at each class not to exceed 12) must be under 28 years of age be able to read and write in the vernacular, have a natural aptitude for tailoring and be able to sew well, and put out garments together Os C will satisfy themselves that only men possessing these qualifications are detailed to attend the classes which are voluntary Applications should be submitted on I A F X-1835

*Ward orderlies*

684 Ward orderlies will be taught to use their weapons and in the cavalry will be instructed, and practised, in riding Provided regimental arrangements (i.e., field firing parades etc.) are not interfered with they may be detailed by the S M O, I M S, for any appropriate duties considered necessary in connection with the hospitals for Indian troops in the station Ward orderlies are not eligible for promotion

*Whealers', carriage smiths', saddlers' and saddletree makers' courses*

685 The following courses will be held annually for N C Os and men of British mounted units (including Heavy and Mountain Batteries)

Manufacturing establishment	Courses	Date of assembly	Duration	Allotments.
Gun carriage factory, Jubbalpore	{ Wheelers' Carriage smiths	2nd January 1st July	} 12 months	Northern and Southern Armies.
Harness and saddlery factory, Cawnpore	Saddlers' and saddletree makers	1st October		
			Dependent on previous knowledge of trade but not to exceed 12 months	Ditto.

The allotment of men for the wheelers' and carriage smiths' courses will be made by the A. O. India, rolls of applicants being submitted by Os C R. A. direct on 1st November and 1st May annually.

The allotment to the other courses will be made by G. Os. C. divisions after ascertaining that vacancies exist.

Men selected must have not less than four years' unexpired service in the case of Wheeler's and Carriage Smiths' courses and three years' unexpired service in the case of Saddlers' and Saddletree Makers' courses: and those who qualify will receive certificates on I. A. F. X-1843. While under instruction they will be attached to a British unit.

Applications will be submitted on I. A. F. X-1835.

685 A. A class is held annually at the Harness and Saddlery Indian Factory, Cawnpore, for the instruction of Indian saddlers of Mountain and Bers, Artillery. The class lasts about 6 months and men selected to undergo the course should join the factory for instruction on the 1st April.

The allotment to the classes will be made by G. Os. C. divisions after ascertaining that vacancies exist.

While under instruction the men will be attached to the R. F. A. battery at Cawnpore.

Applications to attend the classes will be made in manuscript.

#### Private arms of Indian troops

686. An Indian officer of the Indian army is allowed, without a license, Private arms of Indian Officer or soldier, or pass, from his C O., to carry or possess, for his personal use, arms and ammunition to the extent and under the restrictions prescribed in Schedule 1, Indian Arms Rules, 1903.

An Indian soldier is allowed without a license, to carry or possess for his personal use:—

one gun or pistol;

one sword, dagger or knife;

twenty cartridges or an equivalent quantity of powder, bullets or shot, and caps, subject to the following restrictions:—

(a) he must be of good character;

(b) the fire arm shall not be of a class superior to that of the fire arms in use in the Indian army, nor a rifle of 303" bore nor a rifle of 450" bore imported subsequently to the 11th September 1906, and ball ammunition may not be possessed which can be fired from a 303" rifle;

(c) the possession of any arms or ammunition to which these rules apply must be immediately reported, and their description entered in the private arms register to be maintained by each unit, extracts from which must be sent with the man's documents when transferred to another unit. Such arms and ammunition must be lodged in the armoury while the soldier is with his unit;

(d) he shall immediately report to his superior officer the loss of any such arms or ammunition;

(e) when proceeding on furlough, he shall obtain a pass from his O C, which he must produce on his return, together with the arms to which it relates, to the O. C. who will satisfy himself that the arms have not been changed. Failure to produce the arm and pass will be punished by the deprivation of a pass for one year, which should be communicated to the magistrate or political officer concerned for necessary action; if a soldier so absent, is found in possession of arms and ammunition not covered by such a pass, he will be made over to the

Conditions of possession.



Every soldier before transfer to the reserve, and every reservist before returning home after training, shall be warned by his O C that he must report the loss or theft of any arms covered by his license to the nearest police station, as required by the conditions printed on the license form.

691. Where a fire arm for which security has been deposited and a pass granted, is not returned, the security shall be forfeited and the claims of the defaulter shall for such period not exceeding two years as the O C may fix, be precluded from taking fire arms on furlough. All such cases shall be immediately reported to the Divl Comdr.

Security—  
forfeiture  
of

692. The magistrate or political officer of the district in which the pass holder intends to reside shall be forthwith furnished with a duplicate copy of the pass by the O C the corps in the case of a soldier proceeding on leave or furlough. When passes are cancelled or withdrawn the magistrate or political officer concerned must be so informed.

Issue of  
pass to be  
notified to  
civil author-  
ities

693. Soldiers and reservists on leaving the army, cannot be granted passes under these regulations, and any passes in their possession must be withdrawn from them. A retired officer, warrant officer and non commissioned officer who is in receipt of a pension as such, or who, not being in receipt of such a pension is, on leaving the service under creditable circumstances, exempted by his C O by entry recorded on his discharge certificate (I A F Y 1919), alone continues exempt from the provisions of sections 13 to 16 of the Indian Arms Act, 1878, to the same extent as when in the army. A private soldier possessing at the time of discharge a weapon requiring license under the Indian Arms Act shall be warned if his home is situated within the limits of British India, that he must obtain through his C O a license from the magistrate of the district where he proposes to reside, and if his home is situated beyond those limits, that he must obtain through his C O an export license from the Foreign and Political Department, except in the case of a Gurkha sepoy who may be issued by his O C, a license for the export of a Kulrie to Nepal. No export license will be granted to a trans border tribesman except for arms certified by his C O to have been brought by him from his home on enrolment.

On dis-  
charge  
from army  
must ob-  
tain license  
to possess  
arms

#### Married establishments

694. The scale of married establishments of British corps is laid down in A R I, Vol I, and the regulations for admission thereto which apply equally to a man on furlough from India (see I A F L 1171) are contained in the K R. The authorised married establishments in the Indian army are laid down in Appx XVIII. Any extra accommodation in existing lines may be utilised, but no expense will be borne by the State in connection with the move of any of the families concerned.

Married  
estab-  
lish-  
ments.

695. Applications for the removal of a soldier's wife from a unit for misconduct will be submitted on I A F D 917 for the orders of the Divl Comdr.

Removal  
to miscon-  
duct.

695 A. When a British soldier on the married roll or a widower finally leaves India, all members of his family in the country including those in asylums, schools, etc., will as a general rule accompany him.

When for special reasons it is desired to leave any member of the family behind, the sanction of the Government of India will be applied for through the Adjutant General. This will only be granted when it is satisfactorily proved that the individual will not become a burden on the State.

When a British soldier on the married roll dies or becomes non effective his family should be sent home under the conditions in A R I, Vol. X, unless the widow or wife is domiciled in India. In other cases the sanction of the Government of India must be obtained to their remaining in India.

Divisional Commanders will take steps to invite attention to this order at the beginning of each trooping season, C Os of British units and Heads of Departments when submitting applications for passages will be responsible that it has been complied with.

#### Rations

Rations to whom admissible

696 Free rations are issued to regimental warrant officers, N C Os and men who are not drawing consolidated pay or serving under the P W D, a schoolmistress or a matron of a station family hospital residing in public quarters, and volunteers attending a camp of exercise. An acting schoolmistress officiating in a vacancy, or for a schoolmistress on sick leave, may draw full, and a pupil teacher, half rations if they give up any subsistence allowance to which they may be entitled.

Allowances in lieu of rations

696-A British units may at their option, draw a money equivalent in lieu of part of their grocery ration, subject to the conditions specified in Appx XXVII

Rations to families

697 The members of the family of a soldier who are in receipt of subsistence allowance are granted free rations in the following circumstances only —

Circumstances		SCALE	
		Wife	Child
Husband present	Passing through rest camps or troop ing depôts.	$\frac{1}{2}$	$\frac{1}{2}$
Husband absent but effective.	(a) At any hal station or en route to or from a port of embarkation.	1	$\frac{1}{2}$
	(b) Husband on field service	$\frac{1}{2}$	$\frac{1}{2}$
	(c) In other circumstances the separation being due to the requirements of the service †	$\frac{1}{2}$	$\frac{1}{2}$
Husband ineffective ‡	(a) When the husband dies, deserts, is imprisoned or awaiting trial on a charge of which he is convicted.	1	$\frac{1}{2}$
	(b) When the husband is in a lunatic asylum	$\frac{1}{2}$	$\frac{1}{2}$

\* The cost of rations will be recovered from the soldier if he is acquitted.

† In India at once on leave (m. c.) out of India. The issue will continue while the husband is ineffective or for so long as the family or any member of it is entitled to subsistence allowance except in the case of an orphan whose mother remarries and who thereupon forfeits free rations.

‡ Where arrangements can be made for rationing troops without extra expense.

NOTE — The scale of rations laid down above is inapplicable to a soldier's wife appointed matron of a station family hospital as she is entitled to full rations under para 696.

Family of schoolmaster

698 Free rations on the full and half scale for an adult and child respectively, are issued to the wife and children of a schoolmaster and the children of a schoolmistress.

Allowance in lieu of rations

699 A schoolmaster, schoolmistress, a soldier extra regimentally employed and their families and a matron of a station family hospital, may receive a money allowance in lieu of rations.

A similar concession may be extended to married regimental warrant officers, at their option, provided the allowance drawn does not exceed the actual cost to Government of the ration in kind.

700. The widow of a British soldier on the effective strength of the army who dies out of India is, if a native of India, allowed full rations for herself and half rations for each child while *en route* to the place in India at which she intends to reside. Widows and orphans.

An orphan to whom a free passag in India is granted will receive a suitable ration or an allowance of six annas a day in lieu.

A female attendant on a female insane who is being sent to England is allowed full rations to the port of embarkation, and on the return journey. Attendants on insane.

701. If articles of rations are condemned by the O. C. as unfit for issue, they should be at once placed in charge of the nearest guard, with such precautions as may be necessary to prevent their being changed, or their further deterioration. The condemned rations should be at once surveyed by the S. and T. officer who will, if he agrees, replace the rejected articles, but if in his opinion the rations are of standard quality, he will at once take the orders of the O. C. the station. When rations are condemned.

701-A. Free rations, money allowance in lieu of rations, or rations a payment, are issued to Indian troops and followers serving at the following places:—

#### *Free Rations.*

Aden and its outposts (a)  
Burma (b)  
Chitral (c).  
Deraund.  
Droah (c)  
Gangtok  
Gilgit  
Islands in the harbour of Bombay.  
Jandala.  
Khajuri Kach  
Nili Kach  
Persian Gulf stations (d)  
Port Blair  
Rohat  
Spinkai Kach.  
Tibet.

#### *Money allowance in lieu of rations.*

Baluchistan and Zhob.

#### *Rations on payment.*

Assam—

- (a) Except Aden Troop and persons drawing a local allowance (A. R. I, Vol I)
- (b) Except followers on special rates of pay. In Lower Burma the only followers to draw free rations are those mentioned in Army Tables, Miscellaneous Services
- (c) Rations for men and animals may also be issued on payment to all persons, military or civil, in Government employ at private followers (A. R. I, Vol V)
- (d) Compensation in lieu is admissible (Army Tables, Miscellaneous Services).

#### *Soldiers' messing and cooking (British corps).*

702 The O. C. will pay particular attention to the messes of his troops and arrange that the meals, kitchen and cooking utensils are properly maintained daily by an officer. All vessels used for drinking water or for cooking should be washed daily in a solution of permanganate of potash.

Training of  
serjeant  
cooks

**703.** In order to train serjeant cooks of British units, two classes of instruction will be held annually at the Army School of Cookery Poona. The duration of each class will be four months. The first will be held from the 15th January to 14th May, and the second from the 15th August to 14th December. Each class will consist of 20 N C Os. Candidates will be required to extend their services or re-engage before proceeding to join the class. In addition there will be a refresher course for serjeant cooks at which the training of cook orderlies will also be undertaken. The class will be held from the 1st June to 31st July and will consist of serjeant cooks and cook orderlies and should not exceed a total of 20. Applications to attend will be submitted on I A F X 1835.

Instruction  
in cooking

**704.** At sanitarium and camps and during the cold season in the plains classes will be formed in all British corps for the instruction of men in cooking by, if possible, a qualified N C O or private, otherwise by an Indian master cook. The men's dinners will occasionally be prepared by the classes. Soldiers who have been instructed in cooking will be employed as mess orderlies. The duties of mess orderlies and cooks will be laid down by the O C, and a copy of the rules will be hung up in each cook house.

Duties of  
mess order-  
lies and  
cooks

Provision of  
early tea

**705.** Every man should be provided regimentally with a cup of tea and a biscuit before morning parade.

Cooks on  
boardship  
in India

**706.** A British corps or detachment proceeding by sea from port to port in India, or by river in India or Burma, will ordinarily provide cooks under regimental arrangements but, if required, cooks will, on receipt of ten days' notice, be supplied on payment by the S and T corps except when the troops are (i) proceeding on service, (ii) victualled by the ship, (iii) the corps or detachment which has been more than one month in India is quartered at the port of embarkation and the port of disembarkation.

Scale of  
cooks

will in no case exceed one head-  
men or less. Regimental cooks  
may be granted a free return passage to the original port of embarkation and rations on the return voyage. Those provided by the S and T get free rations both ways, and a return passage.

When pro-  
ceeding out  
of India

**708.** When troops proceeding by sea out of India are not victualled by the ship, the S and T corps will provide cooks under the condition laid down in paragraphs 706 and 707. If the troops embark at Aden where cooks are not procurable, soldier cooks must be appointed, who will receive six pice per day per man for whom rations were cooked.

#### Documents, books, and records.

General.

**709.** The instructions in the K R under the headings, "Army books, etc.," "Instructions regarding Army Orders, Standing Orders, and Regimental Orders and books, etc.," are applicable to India when not at variance with the following orders.

The I A forms shown below replace the following Army books and forms —

In lieu instead of home equipment list  
I A I b 1518 in lieu of A B 167  
I A I S 1508, 1510, instead of A, B 94.

branch, instead of A. B 100, 101,  
310 and 311

When leaving  
the

**710.** The Indian regulations and orders in charge of a British unit leaving the Indian establishment will, after survey (I A I A-1937), be

handed over to the O C the station for transmission to the relieving unit joining the Indian establishment

Indian  
estalish  
ment

711 The O C an Indian Corps is responsible that the following regimental books and documents are kept up. He will examine them periodically, and produce them when required for inspection. Inspecting officers will compare the crime reports with the entries in the sheet rolls

Books to be  
kept up by  
Indian  
corps.

- |   |   |
|---|---|
| 1 Regimental order book (I A F Z 2006)                        | 10 Digest of services of the corps                |
| 2 Record of officers' service (I A F Z 2041)                  | 11 Present state book (I A F Y 1914)              |
| 3 Character roll of Indian officers and N C Os. (I A F D 903) | 12 Register of furloughs (I A F L 1183)           |
| 4 Return book   | 13 Register of documents (I A F Z 2006)           |
| 5 Pay books and accounts of regimental funds                  | 14 Register of horses (I A F Z 2147)              |
|   | 15 Clothing account.                              |
|   | 16 Daily expenditure of ammunition (I A F G 1083) |
|   | 17 Bazar register (I A F Y 1930)                  |
|   | 18 Fodder and grain account (non saddle cavalry)  |

Note.—The O C of every Artillery unit with Indian personnel or establishment will maintain a Long Roll (I A L K 1151). Similarly the officer in command of each detachment Indian Coast Artillery and of each detachment of the corps of field workers R G A. (Coast and Inland) will maintain a Long Roll (I A F L 1151) for his detachment.

712 The regimental order book will consist of Part I—temporary orders and Part II—permanent orders (I A F Z 2006). Every circumstance affecting the service, or pay, of an officer or soldier will be published in orders

Rt order  
book

713 A portfolio will be kept containing a true copy, signed by the O C of — Court martial book

- (i) every conviction by court martial and every conviction by the civil power involving corporal punishment, or imprisonment exceeding seven days (I A F D 901)
- (ii) every declaration of a court of inquiry held under section 126 of the I A A

#### Company books

714 The following books will be kept up in each squadron or double company — List of company books

- (i) Vernacular order book.
- (ii) Sheet rolls (I A F L 1155)
- (iii) Lay abstract and acquittance roll (I A F L 15 16, or 18)
- (iv) Register of furloughs of privates (I A F L 1183)
- (v) Register of horses (I A L Z 2147)

715 The sheet roll of every person subject to the I A A in a half squadron, or company, will be kept in a portfolio (I A F Z 2006). The defaulter sheet will contain a record of every punishment awarded, the following being entered in red ink — Sheet rolls

- (i) every conviction by court martial, every conviction by a civil court resulting in imprisonment, when a fine is inflicted by a civil court the O C will decide whether a red ink entry should be made,
- (ii) every case of summary reduction of a N C O to a lower grade or to the ranks,
- (iii) every case of deprivation of an appointment, or of acting rank, for an offence but not for inefficiency;
- (iv) every case involving imprisonment, confinement to the lines exceeding fourteen days, forfeiture of pay of rank, or good conduct pay, and severe reprimand.



Training of  
N C O's  
in cooking

**703** In order to train sergeant cooks of British units, two classes of instruction will be held annually at the Army School of Cookery Poona. The duration of each class will be four months. The first will be held from the 15th January to 11th May, and the second from the 15th August to 14th December. Each class will consist of 20 N C O's. Candidates will be required to extend their services or re-engage before proceeding to join the class. In addition there will be a refresher course for sergeant cooks at which the training of cook orderlies will also be undertaken. The class will be held from the 1st June to 31st July and will consist of sergeant cooks and cook orderlies and should not exceed a total of 20. Applications to attend will be submitted on I A 1 X 1835.

Instruction  
in cooking

**704** At cantonments and camps and during the cold season in the plains classes will be formed in all British corps for the instruction of men in cooking by, if possible, a qualified N C O or private, otherwise by an Indian master cook. The men's dinners will occasionally be prepared by the classes. Soldiers who have been instructed in cooking will be employed as mess orderlies. The duties of mess orderlies and cooks will be laid down by the O C, and a copy of the rules will be hung up in each cook house.

Duties of  
mess orderlies  
and cooks

Provision of  
daily tea

**705** Every man should be provided regimentally with a cup of tea and a biscuit before morning parade.

Cooking  
in India

**706** A British corps or detachment proceeding by sea from port to port in India, or by river in India or Burma, will ordinarily provide cooks under regimental arrangements but if required, cooks will, on receipt of ten days' notice, be supplied on payment by the S and I Corps except when the troops are (i) proceeding on service, (ii) victualled by the ship, (iii) the corps or detachment which has been more than one month in India is quartered at the port of embarkation and the port of disembarkation is in the same Army command.

Scale of  
cooks

**707** The number of cooks allowed will in no case exceed one head-cook per ship, and one cook per 100 men or less. Regimental cooks may be granted a free return passage to the original port of embarkation and rations on the return voyage. Those provided by the S and I Corps get free rations both ways, and a return passage.

When pro-  
ceeding out  
of India

**708** When troops proceeding by sea out of India are not victualled by the ship the S and I Corps will provide cooks under the condition laid down in paragraphs 706 and 707. If the troops embark at Aden where cooks are not procurable soldier cooks must be appointed who will receive six pice per day per man for whom rations were cooked.

#### Documents, books, and records.

General

**709** The instructions in the K R under the headings, "Army books, etc.," "Instructions regarding Army Orders Standing Orders, and Regimental Orders and books, etc.," are applicable to India when not at variance with the following orders.

The I A forms shown below replace the following Army books and forms —

1. *Branch list of all units, etc.,*  
710 at 1311

Units leaving  
India

**710** The Indian regulations and orders in charge of a British unit leaving the Indian establishment will, after survey (I A F Y 1937) be

handed over to the O. C. the station for transmission to the relieving unit joining the Indian establishment.

711. The O. C. on Indian corps is responsible that the following regimental books and documents are kept up. He will examine them periodically, and produce them when required for inspection. Inspecting officers will compare the crime reports with the entries in the sheet rolls.

- |   |   |
|---|---|
| 1. Regimental order book (I A F Z. 206)           | 12. Register of documents (I. A. F. Z. 2006)          |
| 2. Record of officers' service (I. A. F. Z. 2041) | 13. Register of horses (I A F Z 2147)                 |
| 3. Court martial book (I A. F. D 901)             | 14. Clothing account.                                 |
| 4. Letter book.                                   | 15. Daily expenditure of ammunition (I. A. F. D 1083) |
| 5. Return book.                                   | 16. Bazar register (I A F Y 1090).                    |
| 6. Pay books and accounts of regimental funds.    | 17. Lodger and grain account (non-silladar cavalry)   |

Note.—The O. C. of every Artillery unit with Indian personnel or establishment

his detachment.

712. The regimental order book will consist of Part I—temporary orders; and Part II—permanent orders (I. A. F. Z 2066). Every circumstance affecting the service, or pay, of an officer or soldier will be published in orders.

713. A portfolio will be kept containing a true copy, signed by the O. C. of—

- (i) every conviction by court martial and every conviction by the civil power involving corporal punishment, or imprisonment exceeding seven days (I. A. F. D 904)
- (ii) every declaration of a court of inquiry held under section 126 of the I. A. A.

#### Company books.

714. The following books will be kept up in each squadron or double company.—

- (i) Vernacular order book
- (ii) Sheet rolls (I A F K. 1155)
- (iii) Pay abstract and acquittance roll (I A F A 15, 16, or 18)
- (iv) Register of furloughs of privates (I A F L 1183)
- (v) Register of horses (I A. F. Z 2147)

715. The sheet roll of every person subject to the I. A. A. in a half squadron, or company, will be kept in a portfolio (I A F Z 2045). The defaulter sheet will contain a record of every punishment awarded, the following being entered in red ink—

- (i) every conviction by court martial; every conviction by a civil court resulting in imprisonment, when a fine is inflicted by a civil court the O. C. will decide whether a red ink entry should be made;
- (ii) every case of summary reduction of a N. C. O. to a lower grade or to the ranks,
- (iii) every case of deprivation of an appointment, or of acting rank, for an offence but not for inefficiency;
- (iv) every case involving imprisonment, confinement to the lines exceeding fourteen days, forfeiture of pay or rank, or good conduct pay, and severe reprimand

The mode of recording entries is laid down in the K R In addition, imprisonment with solitary confinement will be represented by "Impr s c", transportation by "Trans", corporal punishment by "lashes". Imprisonment awarded by an O C will be entered in days. The defaulter effects of permanent departmental followers will be similarly kept up.

### Horses and other animals

Management of horse fund

716 The O C a silladar cavalry regiment is responsible for the economical and efficient administration of the horse fund. No branded mare will be purchased for silladar cavalry without an authenticated certificate of barrenness which must be on record in the regiment. The number of horses in a regiment under four years of age should not exceed twenty four.

Barghirs

717. In regiments in which barghirs are permitted the number is limited to twenty six. Jemadars are allowed one barghir horse each, other Indian officers two each.

Branding

718 Horses of British cavalry and artillery will be branded as laid down in the K R. Government mules with Indian cavalry regiments will be branded regimentally as follows —on the off side of the neck, with the last figure of the year of purchase; on the off fore hoof with the number of the regiment (G in the case of the Guides), on the near hind foot with a serial number commencing with 1. Replacements receive the serial numbers of those they replace. Hoof brands will be  $\frac{1}{2}$  inch high and neck brands 3 inches.

Age how calculated

719 For the purposes of reports and returns the year of the age of an animal will be regarded as commencing on April 1st.

### Veterinary and shoeing

Liability of the A V C to attend animals of stations

720 Except on field service, officers of the A V E are not to be called upon to attend the animals of mountain batteries, and silladar cavalry, but on the outbreak, or apprehended outbreak of contagious or infectious disease, the O C the station will at once take steps for the attendance of the veterinary officer in whose charge the station is.

Reports of outbreaks of infectious diseases

720 A. When any case of infectious or contagious disease appears among animals in a camp or cantonment a report should be at once made to the O C the station, who will send full particulars by telegram to the S V O of the Division and by post to the departmental administrative officer concerned and the Superintendent, Civil Veterinary Department of the Province.

Infectious disease of animals

721 The O C the station is responsible that every precaution is taken to prevent the spread of disease. Any animal showing suspicious symptoms of contagious or infectious disease, and any animal brought into contact with it should be immediately isolated together with attendants and gear. During the prevalence of contagious or infectious disease at a station all animals will, under the orders of the O C the station, be examined fortnightly by a veterinary officer.

Declared cases

722 When any case of contagious or infectious disease constitutes a public danger, the animal whether public property or the property of any person in the military service, may be destroyed on the written opinion of a veterinary officer, under the orders of the O C the station.

Prevention of infection.

723 The O C a corps or department will carry out the following measures in every case

(1) The earth of the stall of an infected animal, and

occupied by it are likely to

have become contaminated, will be dug out to the depth of two feet, removed from the lines, spread into a thin layer and covered with litter which will then be set fire to. The standings will be renewed with fresh soil, the top layer to the depth of six inches being composed of 1 part of quicklime to 12 of earth. Paved floors, walls, woodwork, ironwork and rails will be covered with a wash of freshly made quicklime which will be scraped off when dry and a fresh coat applied. Earthen mangers will be destroyed. In British units and non-silladar Indian cavalry units the above will be carried out regimentally with such assistance as may be necessary from the M. W. S. and the expenditure met from M. W. Funds; in the case of other units the O. C. will make his own arrangements and recover the expenditure incurred which will be debited to the military estimates. Quicklime will be provided regimentally and the cost recovered. The standing or stall will not be reoccupied while the outbreak of the disease lasts.

(ii) Which of the articles of gear are to be destroyed, will depend on the nature of the particular case, but as a general rule rubbers, numdahs, blankets, and nose bags should be burned, and such articles as are likely to have become dangerously contaminated. Leather articles should be washed with soft soap and warm water in which a disinfectant has been mixed.

(iii) The clothing of attendants will be disinfected under the orders of the S. M. O.

(iv) The bedding and excreta of infected animals must always be burned as also rags, lint, etc., used for dressings. Sponges should not be used.

(v) The carcasses of infected animals must be burned, or failing that, buried deeply after destroying the hides.

**723-A** Military animals, other than Remounts, which are under treatment in Station Veterinary Hospitals and considered by an officer, Army Veterinary Corps, to be incurable, may be destroyed on the sick list under the orders of the Brigade Commander or O. C. Station.

**724.** The O. C. will detail the most promising shoeing smith in each squadron or battery for instruction in the station veterinary hospital in Training of  
farrier  
squadrons  
and batteries

Patterns of the regulation shoes will be hung up in the forge. The

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Training of  
farrier  
squadrons  
and batteries

men for the Qualifica-  
tion of shoeing  
smiths and  
farrier  
sergeants.

Cold-shoers,  
non-silladar  
cavalry.

Preparation  
of the foot  
and shoeing

will be rounded before the shoe is nailed. The nails must not be driven too high, and the clinches must be evenly laid. The shoes must accurately coincide with the outer edge of the crust, not projecting at any point except slightly at the heels. No rasping is permitted after the shoe is on.

726. Every horse will be shod with new shoes when necessary. Removes are allowed at the discretion of the O C or veterinary officer. The general application of dressings to horses' feet is forbidden. The orders in regard to the maintenance of a shoeing book, the daily inspection of the horses of a squadron, and their shoeing, by the fanner sergeant as laid down in the R R, will be observed.

727. A spare set of fitted shoes with thirty nails, will be kept up for each horse, and where horses are not shod behind, a further pair of hind shoes. They will be refitted once a quarter, and replaced by new ones once a year.

728. The O C is responsible for the proper shoeing of all horses, including those in hospital. All newly shod horses should be inspected by an officer.

729. Cavalry horses should not, under ordinary conditions, be shod behind. The O C of an artillery unit will use his discretion in the matter. Unshod hoofs should be kept rounded. Hind shoes with calkins will be used at the discretion of O C batteries.

730. Soldiers detailed for duty in veterinary hospitals are under the orders of the veterinary officer. They will attend the inspection parades of their units and if they belong to a mounted corps, riding school once a week.

### Remounts

731. Arrangements connected with the supply of horses and ordnance mules to the army in India, excepting silladar cavalry, are made by the D G A R under the orders of the G of I. The D G A R also arranges for the purchase of young mule stock of every class. The purchase and classification of horses is carried out under the orders of the D G A R, who will annually inspect any batches of remounts that he may consider necessary, after issue to corps, with a view to meet the requirements of those concerned in regard to the class of horses required. The minimum height for horses of British corps is 14.2, and they will not ordinarily be less than 5 years of age.

732. Requisitions for horses and ordnance mules will be submitted as soon as possible after the annual castings to the superintendent of the depot on which the corps is dependent (I A F H 1110). The remounts will be issued during February and March the O C the unit being advised of despatch to enable him to meet and take them over.

733. Requisitions to replace deficiencies in the war establishment of batteries on the higher establishment, should be marked accordingly and submitted separately. Requisitions to replace special castings will be sent to the D G A R.

734. On receiving horses and ordnance mules the O C will grant a receipt and have them examined by the veterinary officer with a view to detect any symptoms of infectious or contagious disease. They will be segregated and examined daily for one month. The O C will report to the superintendent of the remount depot concerned, any outbreak of epizootic disease amongst these animals within four months of their receipt. A remount horse or ordnance mule will not be rejected if practically sound. Defects of conformation which interfere with the performance of the work required of the animals will be regarded as an unsoundness. The remounts will be compared with the descriptive roll and branded (see paragraph 718). A remount horse or ordnance mule cannot be refused by a corps,

but if on receipt any remount appears to the O C to be unfit from specific unsoundness, or if after six months with the corps, he considers it unfit from any other cause, the animal should be brought before a station committee whose report will be submitted by the Divl Comdr with I A F Z 2149 to the Q M G, India. All animals will be regarded as remounts for twelve months after being brought on the strength of a corps or department for the first time.

Remount mules of all classes issued to any unit must be given a fair trial for six months before any adverse report on them or recommendation for transfer to another class is submitted, unless a veterinary officer certifies they are unfit from actual unsoundness.

735 Any remount reported by a station committee to be incurably lame may be destroyed under the orders of the Bde Comdr and a report made to the Q M G, India. Remounts incurably lame. 1

736. Remounts to replace mountain battery ponies will be issued under ordinary rules but the D G A R will arrange for them to be bought locally whenever possible. Mountain battery ponies. 2

### Castings.

737 The D G A R is empowered to cast any government animal or remount he may consider unfit for the service. The Bde Comdr may authorise the casting of any government animal except a remount which is unfit for further service. He will, immediately after issuing instructions for casting horses or ordnance mules, send a return, I A F Z 2149, to the D G A R. Castings

738 Officers and soldiers are prohibited from purchasing horses cast from their own units. Owning casters

Cast horses may not be used as chargers

739 On receipt of casting orders from the Bde Comdr casters will be branded with the letter "R" and if cast for vice with the mark "V" also. Early notice should be given to the S and T corps of the date on which casters will be made over, to enable them to arrange the sale for that date, and save the expense of keep. A descriptive roll must accompany the animal. Cast horses of British mounted units may previous to their sale by auction, be purchased by mounted members of the Indian Defence Force Corps who shall have prior claim. Military farms mounted inspectors or in cantonments and M W S and Disposal of casters.

Department in the Madras Presidency, for Rs 80 each. The interpreters attached to mounted infantry units in Burma may, with the approval of the Bde Comdr, select cast mounted infantry ponies at Rs 10 each. The purchase money will be paid to the S and T officer charged with the sale of the horses who will inform the G O of the unit concerned where credit to Government for the sale proceeds will be found. Applications for permission to sell or purchase cast horses in the case of mounted members of the Indian Defence Force Corps should be submitted for the approval of the G O C the Divn or Bde concerned.

740 If any horse or ordnance mule fails to realise Rs 25 or a baggage mule Rs 15 at auction it will be destroyed under the orders of the O. C. the station. If dangerously vicious or unfit for sale by auction by reason of extreme lameness or disease which is not classed as a contagious Destruction of casters

or infectious disease (see para 722), it should be destroyed at once in the presence of the O C the unit.

Animals  
strayed or  
lost.

741. No animal lost or strayed will be struck off the strength of the unit or depôt for six months. Information will be given to the civil authorities, and the loss will be advertised in the press

Transfers of  
horses and  
mules

742 When in the opinion of the Bde Comdr, a horse is better suited for another branch of the service, he may transfer it (by road or rail) accordingly within the brigade within the division the Divl Comdr may sanction, otherwise the transfer will be arranged by Divl Comdrs concerned, in all cases a report being made to the D G A R Grey horses should not be sent to artillery Mules may be similarly transferred, or reclassified within a battery, when necessary

743 The senior officer on the spot may destroy any government animal on account of incurable injuries which are such as to necessitate its immediate destruction His action, supported when possible by a veterinary opinion, must be reported at once to the Bde Comdr for confirmation.

### Officers' chargers

Selection by  
11 B  
officers.

744. The Viceroy, Governors the Commander in Chief, and Lieutenant Governors may select horses from any remount depôt without limit as to number, and may return an unsuitable horse within 12 months of purchase subject to examination for soundness The secretary to the G of I, A D, may similarly select one horse Application to select or return horses should be sent to Q M G in India

Height of  
chargers

745 The Bde Comdr is responsible that the officers in his command are suitably mounted The minimum height for all chargers is 14-2 except those of medical officers and of officers with mountain artillery, sappers and miners and infantry, in which case the minimum is 13-3

Number of  
chargers to  
be main-  
tained.

746 Every officer may be required to maintain the number of chargers for which horse allowance is drawn or included in his pay (A R, I, Vol I) One of these must always be with the corps and be used solely for military purposes

Number  
that may  
be selected

747 An officer may under the orders of the Bde Comdr, select from any remount depôt, or the ranks of his own corps, as many chargers as he is authorised to maintain They will be entered on the descriptive roll of the corps with the date of purchase Application will be made on I A F H 1107

Officers not  
under Bde  
Comdr

748 Officers entitled to select chargers who are not under the orders of the Bde Comdr will apply direct to the D G A R

Disposal of  
selected  
chargers

749 On removal of a selected charger from the depôt, the selecting officer takes all risks and becomes liable for its value In no circumstances may a horse be returned to the depôt, but it may be sold at any time to an officer entitled to a selection or it may, with the sanction of the

after 5 years from the date of selection, or if rejected as unfit for the service, but if rejected as unfit for the service, the Bde Comdr, or if rejected as unfit for the service, the Bde Comdr, or if rejected as unfit for the service, the Bde Comdr, purchase of a selected charger will count as a selection

750 The following prices will be recovered from officers selecting horses from a depot or from the ranks

Prices of  
selected  
chargers

Class	Detail	COLONIALS							
		Age							
		8 or under	9	10	11	12	13	14	15
I	The Viceroy Governors, the C in C, Lieutenant-Governors and officers not mentioned below	R 1150	R 1035	R 920	R 805	R 690	R 575	R 460	R 345
II	All officers British Cavalry, Royal Horse and Royal Field Artillery heavy batteries and Indian cavalry not mentioned in III and IV and officers of the general administrative or personal staff below the rank of colonel	1050	945	840	735	630	525	420	315
III	Captains and Subalterns Indian cavalry Captains, Royal Field Artillery and heavy batteries subalterns (and officers ranking as such) Royal Horse Artillery First select only	900	810	720	630	540	450	360	270
IV	Subalterns Royal Field Artillery and heavy batteries	750	630	550	490	420	350	280	210
V	British officers of any rank serving with Non-Silladar Regiments who select Colonial horses from the ranks of their units (First selection only)	700	630	560	490	420	350	280	210

  

Class	Detail	COUNTRY BRED ARABS OR PERSIANS							
		Age							
		8 or under	9	10	11	12	13	14	15
I	As above	1000	900	800	700	600	500	400	*00
II	Ditto	900	810	720	630	540	450	360	270
III	Ditto	800	710	620	530	440	350	260	170
IV	Ditto	700	610	520	430	340	250	160	70

751 A selected charger becomes an officer's property when fully paid for. Should the officer die previously, the horse may be disposed of as laid down in para 749 and his estate will be credited with the sum he would receive under para 752. If unfit for the service it will be sold under the orders of the O C, and the proceeds credited to the estate.

Officer dying  
before a  
charger is  
paid for

752 If a selected charger be sent to the ranks, or sold to an officer entitled to a selection, the owner will receive—

Price re-  
coverable  
on disposal

(a) if application for its return to the ranks was made within one year of selection, or if the horse be less than six years of age the original price,

(b) if over six, the original price less ten per cent for each complete year over that age that the horse has been in the officer's possession.



Interpreta-  
tion of  
these rules.

Use of  
troop  
horses

**753** In applying the foregoing rules the Bde Comdr will be guided by the principle that the selection or return of chargers is authorised for the good of the public service, and not for the benefit of the individual.

**754** A British officer of a unit which is supplied with horses by the State may when serving with his corps or unit (including, at the officer's option, periods of absence on leave), be allowed the use of a troop horse as a charger on payment of Rs 12 8 *per mensem* subject to the condition ordinarily governing the grant of horse allowance. The horse will not be fed or shod at the public expense. Should it become non effective it will be replaced from the ranks on a certificate from the O C that it has not been misused but such replacement will for the purposes of paragraph 751 C, reckon from the date it is actually taken out as a charger and not from the date its predecessor was taken out.

**754 A** A hired charger may be used by the hirer, at his own risk for any purpose except racing (other than regimental point to point races under military supervision), driving to broughams or heavy harness work generally.

**754 B** An officer will be held financially responsible for any loss due to accident or injury when the horse is on duty. Should a disability occur while on duty, the officer will be held similarly responsible that there has been neglect, recklessness. In either case, the financial responsibility will be assessed as in para 754 C.

**754 C** Accidents to hired chargers on or off duty which, in the opinion of the veterinary officer, are likely to cause permanent disability will be investigated by a Station Board of senior combatant officers. A officer of the army veterinary corps should attend. The board will obtain such evidence as may be necessary to assist in arriving at a correct conclusion as to the cause of the accident or injury, but will not be required to record an opinion. The proceedings of the board will be forwarded to the Q M G, India, for consideration by the G O I who will determine the officer's liability.

If, in any case, it is decided that an officer is responsible, he shall pay—

(i) If the horse is, or is subsequently found to be, permanently unfit for duty, the full price laid down in para 750 for the first year it was in possession of the hirer as a charger, with a reduction of 10 per cent for each subsequent year. The reduction for the subsequent year or years to be made on the purchase price laid down for the rank and arm of the hirer at the time the casualty occurred.

(ii) If the horse is temporarily unfit for duty, the hirer will be liable for all the expenses of hospital treatment, etc., incidental to the complete recovery of the horse.

**754 D** A horse rendered permanently unfit for duty will remain the property of the officer who paid the assessed value of the horse.

**754 E** Officers of the R A M C will, on occasions when they are required to be mounted, be supplied with horses from the ranks provided no horse allowance is drawn.

**754 F** When dismounted officers are attached to a mounted unit, under the provisions of the Indian Supplement to Training and Manoeuvre Regulations, para 713, they may, under the orders of the G O C, be allowed the use of a government horse (See A R, I, Vol X, para 109, for mounted officers employed on similar duties).

## Depots and Sanitaria

755. The sanitariums in India are situated at Muzee, Kasool, Dillhouze, <sup>Sanitaria</sup> Mount Abu, Pachmarhi, Taraguh, Putarhi, Khandwa, Naini Tal, Ranibet, Landour, Kailash, Darjeeling, Wellington, Poonamallee and Ramnagore.

A sanitarium includes only those portions of a station which are set apart for the accommodation, in barracks or tents, of convalescents, young officers and families sent up from several different stations in the plains, and placed under the command of a specified officer.

The distribution of accommodation at sanitarium is made by the G. O. C. the Division in which a sanitarium is situated, in communication, where necessary, with other Divl Comdrs.

756. The commandant of a sanitarium is responsible for the discipline and interior economy. He will introduce no change in any regimental system that may be in force among the men and will keep the G. O. C. the unit concerned informed of all casualties and other matters affecting them. He will train and exercise such men as are medically fit.

757. The Divl Comdr will detail officers of the British service, <sup>Temporary duty at Sanitaria.</sup> not belonging to the regimental staff, for duty at sanitarium during the summer months. An engineer officer should not be sent without the sanction of the Divl Comdr. Applications should be submitted by the 1st January. Any n. c. os and men required for temporary staff duties will be detailed by the Divl Comdr.

758. Every party proceeding to a sanitarium will be accompanied by a due proportion of n. c. os and buglers, invalids or otherwise. <sup>G. O. C. and G. O. C. in charge</sup> The number of n. c. os will be not less than 1 sergeant, 1 corporal, and 1 lance corporal to 44 privates.

759. Soldiers sent to a sanitarium on account of ill health are, if not in hospital, to be considered as attending hospital. The retention of men at sanitarium beyond one season, on medical grounds, must be approved by the Divl Comdr. Men who become fit for duty may, under the orders of the Divl Comdr, rejoin their units and be replaced by others from the plains.

760. The monthly subscription to the sergeants' mess at a sanitarium <sup>Servants' mess</sup> will be fourteen annas for unmarried, and seven annas for married members.

761. The officers' sanitarium at Colaba accommodates 7 sick officers of the army or navy, and 7 personal servants, and has a ward for married officers. The sanitarium is under the G. O. C. and in medical charge of the S. M. O., Colaba. The establishment consists of 1 dresser and 1 modorated for one <sup>Colaba Sanitarium</sup> sary, and sent at will be charged

monthly —

Lieutenant Colonel	Rs 50	Captain	Rs 30
Major	„ 40	Subaltern	„ 20

hor

a tour of service with the reserve or extra reserve battalion will be earned <sup>regimental</sup> out during the trooping season. An officer whose tour expires within two months of the date of sailing of the last transport will return to India by that transport. Officers with less than two years' service will not be selected for this duty. Recommendations will be submitted on I. A. F. Y-1919.

## Ordnance equipment.

### Supply of equipment.

Indents  
how re-  
ferred

**763** Indents will be preferred on the particular arsenal or depot on which troops are dependent (see Appendix XI). Corps moving in relief may prefer indents either on the arsenal on which they have been, or will be, dependent. Ordinary indents will be submitted on dates as shown in I. A. F. Z-2000.

Supply of  
ordnance  
stores on  
payment

**764** The following ordnance stores may be supplied on payment under the conditions stated (for stores supplied on payment to officers of the Indian Defence Force, see A. R. I., Vol. IX):—

*Rifle or carbine or bored out or smooth bore arm.*—To British or Indian officers of regulars, Indian Defence Force or Imperial service troops, inspectors of police in Burma and officers above that rank, warrant officers, staff sergeants (regimental and volunteers) and departmental N. C. Os, and to Indian Defence Force Companies to the extent of two per cent.

*Revolvers.*—To 1

These arms must be separately shown in ledgers, annual returns, etc. and the indents must bear a certificate by the individual or O. C. concerned that they are for his personal or corps use. Rifled arms must be returned to the ordnance department when no longer required by the owner for his personal use or on his leaving India, or on an individual becoming non-effective.

*G. S. officers' tents and water bottles.*—To British officers.

*Tools, artificers'.*—To O. C. British corps for voluntary workshops.

These latter articles become the property of the individual or corps.

*Bored out or smooth bore arms.*—Purchased under this para. will come under the rules for private arms of Indian troops.

Stores for  
drill pur-  
poses

**765.** Stores required temporarily for the training of the troops may be issued on an indent countersigned by the Bde. Comdr. Stores so obtained must be returned to the arsenal or depot whence received as early as practicable, and certainly within three months from the date of receipt by the unit. A second issue of the same stores cannot be sanctioned during the currency of an official year. Under exceptional circumstances the retention by a unit of such stores be necessary for more than three months, the Bde Comdr. will report the matter for the sanction of Govt. to regularise the issue. The cost of such stores when lost or returned in an unserviceable condition and the cost of repairing stores returned in a damaged condition will be dealt with by G. Os. C. under their financial powers (see A. R. I., Vol. III). Where the same stores are obtained on such indents year after year A. D. O. S. should bring the fact to the notice of the G. O. C. the Divn., who should at once apply for the sanction of the G. of I. to their issue as an annual supply, or as equipment as the case may require.

**NOTE.**—These powers do not apply to stores for which scales are prescribed in the Army Tables. If the prescribed scale of any articles is considered inadequate the matter should be represented separately for consideration as affecting the whole of the army, or the arm of service for which authorised.

Extra  
blankets.

**766.** Extra horse blankets issued to corps should be retained as station stores and brought on corps ledgers to replace condemnations, or for re-issue under authority of the Bde. Comdr.

Indents  
for blank  
gun ammuni-  
tion.

**767.** Indents for blank gun ammunition for reviews, field days, salutes, etc., must be accompanied by a copy of the order directing the expenditure. They should only be submitted when the stock of blank

ammunition becomes low Garrison companies of artillery, at stations distant from an arsenal, may be allowed by the Divl Comdr a reserve of one year's supply of ammunition for firing salutes

768 Batteries of mobile artillery ordered on service will take with them the fuzes in their possession provided they are intact in hermetically sealed cylinders and are not more than three years old, age to count from date of last examination Fuzes

769 Mobilisation tents in charge of corps can only be moved out of the division by order of the C-in C All other tents in an army command can be sent wherever required by the Army Comdr The Divl and Bde Comdr may transfer within the division and brigade respectively any tents in regimental charge Tents in excess of the numbers authorized will not be issued by the ordnance department unless requirements cannot be met by the transfer of other tents in the district Transfer of camp equipment age within divisions and brigades

770 On the line of march, and during manœuvre camps, tents will be issued on the authorized scale for all public and authorized private followers of corps, except those of silladar cavalry Tents or followers on the march.

771 Tents required for use in epidemics should be demanded, by telegram if necessary, from the nearest arsenal, the indent following by post Tents kept for musketry instruction purposes should be utilized before regimental tents if those specially demanded cannot be awaited Tents for epidemics

Privates, or staff sergeants' tents of any class may be issued to Indian troops for hospital purposes during epidemics when the medical authorities consider this necessary, and the O C the Station sanctions the issue

Privates, or staff sergeants' tents, except under very special circumstances, are not supplied for accommodation purposes to Indian troops If a Divl or Indt Bde Comdr considers their supply essential they will be issued on his demand, but all such cases will be reported to the D G O by the sanctioning authority In neither case should serviceable tents be supplied unless this is absolutely unavoidable

772 Camp equipment, tools, etc., required for transport training classes will be obtained on loan from arsenals Staff sergeants' tents if available may be issued for officers in command of drafts on the march. Loan of camp equipment

773 Tents required by Army Comdrs or their staff, in addition to the special reserves kept up for them, may be issued on hire, transport being provided by Govt Establishments for the care and pitching of the tents will be provided and paid for by the ordnance department Tents may also be hired, when available, by officers and departmental warrant officers, provided all conveyance expenses are also met by the hirer when Govt transport is not available Charges for all damages and deficiencies not due to fair wear and tear will be borne by the officer concerned The monthly rate of hire will be one sixtieth of the stock hook rate of the tents Terms on which tents may be hired

774 Warrant officer with tents free of charge those of the I S M D, to them

775. Components of tents may be replaced on indents At arsenal stations all repairs to tents and camp equipment will ordinarily be carried out by the ordnance department At other stations the necessary stores and materials will be obtained on indent from the ordnance department, and the work carried out locally, but wooden pins and mallets required to replace those unserviceable may be purchased locally Replacement of components.

by Os C provided they can be obtained of good material at a cost not exceeding —

	Ra. A r		Ra. A r
Mallets, large . . .	1 0 0 each	Pins, wood, large . . .	0 1 6 each
" G S . . .	0 0 0 "	" " medium . . .	0 1 3 "
" small . . .	0 7 0 "	" " small . . .	0 1 0 "

Armourers' tools

776 Armourers' tools and materials are issued free to British units only, and must be accounted for as ordinary equipment, when worn out by fair wear and tear, or expended in the repair of service arms, they will be replaced at the expense of the State

Extra service arms and equipment

777. Extra service arms and accoutrements will be supplied to corps which may be temporarily augmented. They must not be marked by corps in any way nor taken out of India, and will be accounted for as "extra service" arms and accoutrements

Components unserviceable arms

778 Components (unserviceable if available) for unserviceable rifles for drilling recruits will be issued as required

779. When arm chests or cases are required for the carriage or package of arms or stores, they will be obtained from the nearest arsenal. On arm and machine gun chests being emptied their fittings and screws must be securely replaced

Supply of side arms to military of the U L and I S M D

780 Side arms and accoutrements are issued on payment to departmental commissioned and warrant officers and to all N C Os (U L) employed in the P W D and M W S, except barrack sergeants. The latter and all other soldiers on the U L are supplied free

Supply of revolvers to departmental men

781 A revolver, with case, cleaning rod, pouch, and 2½ rounds of ammunition, is supplied to every officer with honorary rank and soldier of a department\* (U L) and member of the Assistant Surgeon branch, I S M D

Transfer of equipment to S and T corps.

782 Arms and accoutrements taken by Indian N C Os and men (except saddar cavalry) temporarily transferred to the S and T corps for field service, will be replaced but will continue to be accounted for in the equipment ledger

Practice ammunition issued

783 With the exception of 22 inch cartridges the first issue of ammunition will be made in advance of requirements, thereafter ammunition will only be issued in exchange for an equivalent number of fired cases, and in the case of indents for the annual allowance of pistol ammunition for medical and veterinary officers and officers and subordinates of departments a certificate of the numbers who actually fired the annual course must also accompany. The total number of fired cases and cartridges should never exceed the fixed allotment and the O C will furnish a certificate on all indents that the balance of cartridges and fired cases remaining in hand plus the quantity under demand does not exceed the maximum allowed to the unit. All issues of small arm ball and blank ammunition should be in complete boxes to the nearest number of rounds. The only cases of issues in part boxes should be —

(a) Issues to individuals

(b) Pistol ammunition under paragraphs 781 and 783, but in no case should a packet be broken into Buckshot ammunition should be issued to the nearest number of full packets

To obviate units depleting the amount of small arm practice ammunition maintained in regimental charge, O Os should indent for ammunition whenever they have expended six boxes out of their fixed allotment (a)

\* Not applicable to manufacturing establishments or administrative offices of the Ordnance Dept.

(a) Special arrangements are in force for the supply of ball ammunition for practice required by Indian units of the S e indorabid gvt son.

**783-A** 99 per cent of the cases used will be returned to Ordnance charge in received by weight  
The total fire cases, on charge  
should be , and Os C. will  
furnish a certificate on all indents that the balance of cartridges remain-  
ing in hand plus the quantity under demand does not exceed the  
maximum allowed to the unit

Telegraphic  
demands for  
ammunition

**783-B** In case of necessity small arm ammunition may be issued on  
receipt of a telegram from the demanding officer to the effect that the  
equivalent number of fired cases has been despatched to the arsenal that  
day  
of fired  
he for

S, 5th and 6th Divns, authorising the issue of an equivalent amount  
of ammunition to the unit in replacement

**784** The quantities of practice ammunition to be borne in regimental  
charge are detailed in Army Tables

Practice  
ammunition  
on charge.

Detachments at out stations should be in possession of practice  
ammunition in the same proportion  
ammunition will be provided for This

**784 A** When such a large unit  
is required for manœuvres that it cannot be found from units' ordinary  
allotments, O Os C will submit indents for the quantities required,  
and such indents will be complied with without prior return of  
a corresponding number of fired cases The G O C concerned  
will be responsible for the early return to the arsenal, of the fired  
cases and unexpended rounds of ammunition thus supplied to them  
As much notice as possible of such requirements should be given to  
arsenals to enable the supply from the factories to be regulated accord-  
ingly

**785** Secretaries of large central and divisional rifle meetings will  
apply to the D O S two months before the meetings take place for the  
total quantity of ammunition required Ammunition for small brigade  
and other rifle meetings will be obtained direct from the nearest arsenal,  
and that for district and station revolver clubs from regiments at the  
station, the whole of the empty cases being returned to the supplying  
arsenal or regiment The issues made to regimental teams by secretaries  
will be equivalent to an issue made to a unit by an arsenal and the trans-  
action will be accounted for in the equipment ledgers of the corps con-  
cerned supported by receipt and delivery vouchers Any discrepancy  
between the number of rounds of ball issued to, and the number of  
empty cases returned by, the team will be accounted for by the unit con-  
cerned which will, if necessary, obtain the sanction of the G O C to  
any loss incurred being written off

Ammunition  
for rifle  
meetings

**786** Regimental officers will obtain any ammunition they may  
require on payment from their own corps It will be dealt with as regards  
annual counting in the same way as regimental ammunition Should

Ammu-  
nition on  
payment  
regimental  
officers

annually on 1st March by ordnance officers to the Bde Comdr for the  
guidance of the annual verification board (See I A. F Z 2000)

**787** The O C the regiment or depot at the training station will, at  
the commencement of the training period, draw from the arsenal the  
full allowance of 100 rounds for each reservist, and return any unex-  
pended balance at the conclusion of the training, except loose rounds  
which should be expended at practice by the unit or depot at the station

Ammunition  
for reserve  
lists

adviser of the G. O. C., bring the matter to the notice of the latter, who if he considers further action desirable, refer the question to the D. G. C.

Repairs  
by arsenals.

807. When repairs cannot be carried out by regimental artificers which there is no authorised allowance made to the arsenal on I. A. F. Z. 20<sup>th</sup> giving full information.

Repairs  
executed  
locally

808. Should repair under local arrangements be ordered the estimated cost must be sanctioned by the A. D. O. S. concerned before the work is commenced.

Repair of  
scientific  
instruments.

earlier patterns, signalbr stands are considered will be sent by units, etc to the arsenal on which dependent, and a demand for their replacement submitted at once to the arsenal. Heliographs should always be returned to store complete, including leather cases and contents. If an instrument requires slight repair only, which can be executed by the signallers, the components required should be obtained from the arsenal on which dependent

Other instruments considered unserviceable or requiring repair will be dealt with as follows:—

Telephones of Field Telephone Equipments, Heliographs, Mark IV, and later patterns Mekometers, mekometer cords and telescopic sights.

To be returned to A. Ds O. S. who will collect and send them to the Gun and Shell Factory, Cossipore, monthly, or in batches of 25, whichever is more convenient.

Binoculars, clinometers surveying, sights, dial, No 7, stop watches, telescopes (except telescopes, sighting), magnetic compasses, directors, plotters, and telescope stands for the director and Field Artillery telescope only

To be returned to A. Ds O. S. who will collect and send them to the Mathematical Instruments Officer monthly, or in batches of 25, whichever is most convenient, and will at the same time send to that office a formal requisition in I A F Z. 2118 in or final

Clinometers (except clinometers surveying), clinometer sights, sights, dial (except No 7), sights oscillating, sights rocking bar or any sights attached to carriages or mountings, including telescopes, sighting

convenient

Instruments sent to A Ds O S for eventual despatch to the Gun and Shell Factory, Cossipore, Gun Carriage Factory, Jubbulpore, or Mathematical Instrument Office, Calcutta, will be replaced, indents being submitted to the arsenal on which dependent After repair the instruments will be returned to the arsenal concerned. Trifling adjustments to clinometers may be carried out locally. Os. C Signal Companies will carry out repairs to their own telephone equipment to the extent that their resources will admit and are also authorised to provisionally condemn their instruments and cable, forwarding the latter stores to the Superintendent, Gun and Shell Factory, for final condemnation.

S. The cases of instruments sent for repair should always be in a perfect condition - serviceable cases to replace any found to be unserviceable being obtained from arsenals before the instruments are sent.

798. Repair or to be unserviceable being obtained from arsenals before the instruments are sent. must be made for telescopic sights are not to be interfered with by charge will be brought the spare telescopic sight bracket is not to be fitted

799. Revolvers and light brackets on the gun to be adjusted, except with honorary rank, warrent department.

Issue of  
repairing  
material

Repair  
books, how  
kept.

Equipment  
of depart-  
mental  
men.





Expert  
Inspection,  
machine  
guns.

850-A. Machine guns and mountings will be inspected by a C. C. M. A. as follows:—

Those on charge of cavalry and infantry annually; those with other services triennially.

The C. C. M. A. will render his report in duplicate on I. A. F. O. 1454, sending the "original" to the officer in charge of the guns and mountings who will forward the same to the arsenal on which dependent, together with indents for repair or replacement as indicated on the form. The C. C. M. A. will send the "duplicate" copy of the report to the A. D. O. S., concerned for transmission of the appropriate pages (*vide form*) to the Inspector of Guns and Rifles and Inspector of Gun Carriages respectively.

The following unserviceable components will be returned to the Rifle Factory, Ishapore, under the authority of this para. :—

Tangent Sights.

Locks (complete).

Feed blocks.

Others should be broken up and written off by officers concerned brass or gunmetal being returned to the arsenal on which dependent.

850-B. Components (as detailed in column I below) of guns, maxim, .303-inch, .303-inch converted, or M. H. chamber (.45-inch) requiring repair or exchange, will be returned to the Rifle Factory, Ishapore, accompanied by the stores shown opposite to them in column II below :—

I. Description of stores requiring repair, but which are not interchangeable parts of the machine gun and	II. Description of the stores to be returned with the items requiring repair.
Barrel casing . . . . .	The gun.
Block connecting slide levers . . . . .	The lock.
Blocks, feed—	
Bottom lever . . . . .	Feed block.
Slide . . . . .	"
Top lever . . . . .	"
Top pawls . . . . .	"
Bottom pawl, front . . . . .	"
Breech casing . . . . .	The gun.
Cover . . . . .	"
Crank . . . . .	Plates, side, left and right, connecting rod with cotter, fusee and chain, and pin fixing fusee chain.
Fusee . . . . .	Crank with crank pin and fixing pin, connecting rod with cotter; chain fusee with fixing pin and plates, side, left and right.
Keeper, bracket . . . . .	Lock.
Lock casing . . . . .	"
Lock extractors . . . . .	"
Pins, crank . . . . .	Crank and connecting rod with cotter.
Rear crosspiece . . . . .	The gun.
Slide lever . . . . .	The lock.
Sights, tangent—	
Milled head . . . . .	Tangent sight.
Pinions . . . . .	"
Pawl . . . . .	"
Slide . . . . .	"
Stem . . . . .	"
Machines filling belts—	
Maxim, .303-inch . . . . .	
Maxim, M. H. chamber—	
Handles . . . . .	Machine filling belt.

851. A memorandum of examination or history sheet accompanies each gun when issued. It will be carefully preserved and will be handed over with the gun to which it belongs whenever the gun is transferred from the charge of one officer to that of another, particulars being duly recorded.

Machine gun history sheets and spare parts.

An immediate record will be made in the sheet of any accident which may happen to the gun, and of the result of each official examination it may undergo. On every occasion on which ball ammunition is fired the number of rounds fired will be shewn, the number of the barrel being inserted in the column of remarks.

852. All time guns and ordnance used for saluting, or for any purpose for which blank charges only are used, will be examined at least once a year even if no rounds have been fired. Should there be any appearance of fissures about the vent or defects likely to develop, the guns will be examined more frequently at the discretion of the D. O. I.

Saluting ordnance to be examined annually.

853. When any accident occurs at artillery practice such as the bursting of a shell in, or close outside, the bore, or damage to the breech of the G. C. stating whether the accident occurred at the first, or which subsequent round and the elevation of the round in question, together with the evidence of the I. O. M. and full particulars of all marks, date of projectile, charge, fuze, etc., should be forwarded to the D. G. O. through the D. O. I. The impression of the bore, if damaged, and all recovered fragments of shell and fuze should be retained by the C. R. A. Evidence for or against each of the following possible causes of premature should be considered :—

Accidents at gun practice ;

tautes  
made  
report

Defective, or improperly prepared fuzes.

Defective, or badly lacquered, shell; iron or grit in the shell; or with

... .. mmed home, or  
due to elevation of the gun or concussion of neighbouring guns.  
Neglect to see the bore clear in case of first rounds.

853-A. As there is no authorised proportion of guttapercha, indents for guttapercha required for taking impressions of bores will be counter-signed by the I. O. M. concerned, who will be responsible that the amount indented for is reasonable.

854. Guns mounted in important positions requiring reventing or repair, may be immediately exchanged on the requisition of the Bde. Comdr. All other guns, mountings and carriages including machine guns and mountings which are returned to an ordnance establishment for repair must be replaced if the time occupied in their repair is likely to be long or to cause serious inconvenience.

Guns may be exchanged for repair.

After compliance the requisition shall be forwarded to the D. O. S.

855. Naval officers will examine their own guns or apply through the nearest A. D. O. S. for the services of an I. O. M. for the purpose. The result of such examination will be recorded on I. A. F. O-1405, one copy being furnished to the O. C. the vessel, and one through the A. D. O. S. to the Inspector of Guns and Rifles.

Exam. Re-vent of

856. Detailed regulations for the examination, care and preservation of ordnance are laid down in "Regulations for magazines and the preservation of artillery material in India."

Care and preservation of ordnance.

Defective  
ammunition

857 If more than one per cent of cartridges of the same date and place of manufacture misfire, hangfire, or burst, by which latter term is meant a rupture of the metal in the body of the case and not a split at the mouth which is of no importance, the defective cartridges, each in the original wrapper, or charger case in the case of the charger packed ammunition, together with an unopened box of ammunition of the same date and place of manufacture, and a report on I A. F. O 1453 will at once be sent to the arsenal on which dependent. On receipt in arsenals the A D O S concerned will carry out a test of the ammunition as laid down in para 614, Magazine Regulations India, 1911

Inspection  
of  
signalling  
equipment

858 Defective small arm ball ammunition will invariably be replaced before being returned to ordnance charge

859 Officers when visiting arsenal stations he A D O S to examine and eliminate any articles unfit for issue

#### Return of equipment

Return of  
combustibles

860 Officers returning stores to ordnance establishments are to guard against explosives being returned as ordinary stores and against matches being left among stores of any kind

Sanction to  
return  
certain  
stores  
unnecessary.

861 Whenever stores having memoranda of examination or history sheets are returned these documents should accompany them and be

At non arsenal serviceable packing cases and obtained from the arsenal of

Return of  
experimental  
stores

861 A Stores issued for experiments will, unless special instructions are issued, be returned to the nearest arsenal under the order of the Divl Comdr on the conclusion of the trials, and when sent by post the cover will invariably be registered

Separate  
vouchers for  
certain  
stores

862 Separate vouchers must be furnished for the following articles —

- (1) Small arms and components
  - (2) Tents and components
  - (3) Ammunition
  - (4) Empty cartridge cases, chargers and fired bullets
  - (5) Condemned stores
  - (6) Surplus stores
- Those of classes (1), (2), (3), (4), to be also on separate vouchers

Stores re-  
turned to  
arsenal for  
repair

863 Stores returned to an arsenal or factory for alteration or repair will be accompanied by the order directing their return and by the usual vouchers marked "deposit" They will continue to be borne on the books of the returning unit until a regular receipt is furnished by the A D O S or superintendent of the factory concerned as authority for striking them off charge

Procedure if  
returned  
stores prove  
serviceable

864 Should the A D O S consider any stores returned as unserviceable to be repairable or serviceable, or to have become so through wilful damage or neglect, he will call upon the O C for an explanation, which he will submit with any remarks he may have to offer to the Divl Comdr. In cases where the Divl Comdr desires further information, or when the O C is unwilling to accept his decision the A D O S will apply for a special board to settle the question. Neither the unit concerned nor the O D will be represented on the board,

out the explanation of the O C and the opinion of the A D O S with, in technical cases, that of the Ordnance Inspector concerned, will be laid before the board, whose decision, when confirmed by the Divl Comdr, will be final

In the event of the decision being adverse to the O C, the condemned stores will be returned to the unit, those already issued in replacement being returned, and the cost of transit of both defrayed by the O C. In cases of unserviceability through wilful damage or neglect the indent replacing the stores will be converted into a payment one

865. When waist belts are returned to store, the union lockets must be sent with them Return of waist belts

866 Tents which have been used in epidemics will only be received by the O D when accompanied by a certificate, signed by the O C to the corps returning them, that they have been disinfected Tents used in epidemics to be disinfected

867. All unserviceable arms and components must be returned to Ordnance stores. Indents for the replacement of unserviceable arms and components may however be submitted to arsenals in advance of the return of such stores, when their return without replacement would cause inconvenience. In such cases delivery and receipt vouchers for the stores which will eventually be returned must accompany indents. The unserviceable articles are to be returned immediately the replacements are received. These conditions are imperative, and the A D O S concerned will bring to the notice of the Divl Comdr (or O C Indt Bde) for disciplinary action, any instance in which the return of unserviceable arms or components has been unduly delayed Return of unserviceable arms and components

868 Before arms are returned into store they should be examined and repaired, if possible, by the armourer sergeant. They should be accompanied by a statement showing whether each arm is serviceable, repairable, or unserviceable. The regiment will only be charged for work which ought to have been executed by the regimental armourer. Should the O C object to the incidence of the assessment, he has the right of appeal to a station board. Charges against individual soldiers should be disposed of before the arms are despatched unless professional opinion regarding any doubtful point is required, in which case the charge will remain unadjusted pending its receipt. The date of issue of the complete arms, or barrels, to the corps, and the factory numbers should be entered on the vouchers Examination of arms before return

869 The number of small arm ammunition empty cases returned at one time should be multiples of the number of ball cartridges contained in a full box. Great care should be taken that no loaded cartridges or cases with unexploded caps are returned with fired cases. Instances of such being found in consignments of fired cases should be brought to the notice of Divl Comdrs. If ammunition is returned with the wrappers worn through or illegible without adequate explanation the Return of ammunition and empty cases

larger loading ammunition should be returned in boxes to the Dum Dum or is nearest, all empty chargers in excess of those required for use with blank ammunition Empty chargers

870 Empty metal cartridge cases ball and blank, except 22 inch, will be paid for at the rate of Rs 180 per thousand. All lead recovered from rifle ranges (fired bullets and mixed or unrecognisable lead being kept separate) must be returned to arsenals which will grant receipts for the gross weight received. The O C will, after Allowance for recovered cases lead, brass and copper.

deducting 1-28th for wastage in recasting, recover the value of the balance at Rs 9 and Rs 8 per cwt for bullets and mixed lead, respectively

Brass and copper recovered from projectiles after practice, will be received at stock book rates (as published in the priced vocabulary of stores, Indian addendum) without deduction for wastage

Return of  
fired shell

871 Artillery cartridges and shells filled with powder will not be emptied prior to return to ordnance establishments. If R A working parties are required by the ordnance department to empty such ammunition, they will not receive extra duty pay

Fired  
friction  
tubes

872 All fired Mark III and later marks of friction tubes should be immersed in mineral oil within 24 hours after firing, and returned direct by batteries to the G and S Factory, Cossipore, for repair and refilling

Return of  
no. blue  
guns

873 When machine guns are returned to store for any purpose the implement box or boxes must accompany them

#### Equipment of British and Indian units, etc., arriving in or leaving India

Closing of  
ledgers of  
units leave  
India

874 Two months prior to the departure of a corps from India (three months if stationed in the Burma and Quetta Divns and Aden Brigade) the equipment and other ledgers of the corps, except those for clothing and necessaries which will be dealt with as directed in A R, I, Vol XI, will be balanced, verified with stores on hand, and sent, with an explanation of any discrepancies, to the audit officer concerned for immediate audit and communication of the result to the O C. Thereafter any further store transaction should be communicated, with the prescribed vouchers, direct to the audit officer immediately they occur. Any delay on the part of an O C in the adjustment of such accounts should be reported to the G O C.

Stores supplied by the S and T corps and which are taken by units to the port of embarkation should be handed over to the station supply officer at that station and his receipt for them forwarded to the audit officer concerned. The cost of any article not so returned will be debited against the unit in its final accounts with the G O C.

Equipment  
taken from  
India

875 The equipment which should ordinarily be taken by units leaving India, is shown in Appx XVI. In the case of units proceeding to the United Kingdom, Egypt or the Mediterranean lists of the equipment to be taken, will be prepared on I A F Z 2103 and sent in triplicate to the Bde Comdr for approval. The latter will send two copies to the examiner concerned for check and transmission of one copy, through the C M A, to the Under S of S for India, the triplicate copy being returned to the O C for production before the valuation committee held on arrival at destination. In the case of units proceeding to a foreign or colonial station the equipment to be taken will be surveyed by a board composed of a field officer, a captain, and an ordnance officer, the proceedings being prepared in duplicate on W O valuation committee forms (I A Fs Z-2082 3 4 5 or 6 as the case may be) supplied by the Divl Comdr and sent to the Bde Comdr. A C C M A will attend the board to give expert opinion as to the condition of the arms. The Bde Comdr will forward the proceedings to the examiner concerned for check and transmission, through the C M A, of one copy each to the Under S of S for India and O C unit. The Board will assemble three months before the unit is due to embark in order to admit of the exchange of unserviceable articles and the repair of those requiring it.

875-A A regimental board will be held on the arms of a unit of the Indian Army proceeding to a colonial or foreign station

The board will assemble, if possible, three months before the departure of the unit. The Inspector of Guns and Rifles, Ichapore, should be informed of the date of assembly of the board with a view to his arranging for a C. C. M. A. to attend the board and set aside for immediate replacement of all arms, the remaining life of which, in his opinion, is less than five years.

876. The stores to be left behind in India, other than those mentioned in Appx. XVI, will be disposed of as follows:—

Disposal of stores left behind in India

*Ordnance and S. and T. stores*—The O. C. will send a list on I. A. F. Z-2098 to the examiner of accounts concerned and, if he does not hand over directly to his successor, will give a copy to the officer temporarily assuming charge (*see* para. 172) who will in turn give it to the relieving officer in exchange for a transfer certificate.

*M. W. furniture and stores*—To be handed over to the garrison engineer.

*Medical department stores*—Field medical equipment will be returned to the medical store depot.

*School stores*—The O. C. will send lists on I. A. F. X-1832, 1833 and 1831 of all stores on charge to the G. O. C. the Divn. or Adm. Bde. and, if he does not hand over directly to his successor, will give a copy to the officer temporarily assuming charge (*see* para. 172) who will in turn give it to the relieving officer in exchange for a transfer certificate.

877. The equipment of units arriving in India, if not previously surveyed under the home equipment regulations, will be inspected within one week of arrival at destination or at any station en route where a prolonged halt may be made, as laid down in para. 875 for units proceeding to foreign or colonial stations. Two copies of the board's proceedings will be sent to the G. G. C. for transmission to the C. M. A. through the E. O. Accts. The other copy, as far as the arms are concerned, will be disposed of as directed in para. 844, this board taking the place of the annual board on arms, referred to in para. 842. A list of the accessories brought and a certificate as to their serviceability will also be sent at once to the Asst. Supt., A. C., concerned. At the port of disembarkation, or as soon after as possible, all units will exchange their home pattern water bottles and straps for those of Indian pattern, and hand in any water-tight cases for tools; these articles will be stored in the nearest arsenal for re-issue to units leaving India and need not be accounted for in inspection returns.

Equipment of units arriving in India

## Medical.

### General

878. The O. C. the station is responsible for the medical and sanitary arrangements of the troops. Under his authority Europeans unconnected with the army, may be treated in military hospitals.

Responsibility of O. C. station.

879. The internal administration of the hospital rests with the medical officer in charge, and C. Os. will communicate with them regarding their men, and on such matters as the hours at which officers may visit hospital, or the hours for the assembly of boards in hospital.

Administration of the hospital

880. An officer on the sick list (A. F. A. 27) will not leave his place of treatment except for such exercise as may be ordered by his appointed medical attendant. The hours during which such exercise is permitted must be not less than one hour, and may be arranged at any place.

Sick list Officers.

... the ... of ...

ant, may appear at his own mess for meals and for recreation. In the case of a staff or departmental officer the necessary information will be sent to the O C the station by memorandum.

Relief of  
duty

881. When an officer, warrant, or N C O is placed on the sick list the authority under whose immediate orders he is serving is responsible that he is relieved of his duties as soon as such a course becomes necessary, and struck off duty from the following day. In the case of any appointment carrying staff pay or charge allowance, the relieved officer, warrant, or N C O may be granted any leave admissible to cover the period of his illness. Officers placed on the sick list whilst on leave in India and who are thereby prevented from rejoining for duty within the period of their original leave may be granted any additional leave admissible as laid down in para 216 (m).

Medical  
History  
sheets

882. The medical history sheets of British soldiers will be dealt with as directed in the K R Medical History Sheets will be kept up for all persons attested under the I A A (see Appendix XXVII), also for all classes of persons who were formerly attested under the Indian Articles of War, but who are now merely enrolled. Those of persons serving with a regiment will be kept in the regimental hospital, those of all others in the custody of the O C.

Sick  
reports

883. When a British soldier reports himself sick, he will be sent to hospital with his medical history sheet and a sick report (A F B 256) which will be completed as follows by the medical officer in charge—

*Medicine, duty—Meaning—treatment and return to duty*

*Attend—Meaning—attendance at hospital, with such duties as may be recommended*

*Detained—Meaning—detention in hospital up to 24 hours. Rationed by the corps*

*Hospital—Meaning—admitted to hospital, and placed on hospital diet for the following day*

*Duty—Meaning—reported sick unnecessarily*

In the case of Indian troops similar remarks should be entered in A F A 27—Morning State of Sick.

A sick report, A F B 256 will accompany every person subject to the I A A when sent to a hospital other than that of the corps to which he belongs. If the person in question is attested, his medical history sheet will also be sent with him.

Arrange-  
ments for  
soldiers in  
hospital

884. A soldier in hospital—

(a) will, if a British soldier, have with him only his helmet, cap, chevrons boots razor shaving and tooth brushes, also the necessary cleaning articles, he will if able to do so, shave himself, hair cutting and the shaving of helpless patients will be arranged regimentally. A follower will use his own bedding and clothing, extra bedding will be ordered by the medical officer as required.

(b) may not have money or valuables in his possession

(c) if made a prisoner, a crime report and a statement of evidence will be sent to his O C

(d) if transferred to another company, or corps, intimation will be sent to the medical officer

(e) when executing a will, should do so in presence of a medical officer who will state on the document whether the man was in a fit state of mind to make a will

Report of  
injuries etc

885. When a British or Indian soldier or public follower is admitted to hospital, maimed or injured, except in action, a report (A F B 117) will be sent to the O C his corps. If the sickness is caused by an offence under the A A, for which the soldier has been convicted, the medical

officer in charge will furnish the certificate required by section 138 of that Act.

886. Visitors and attendants are forbidden to bring food, drink, or other articles, to patients without the permission of the medical officer in charge. Food and drink brought by visitors.

887. When a patient becomes seriously ill, the medical officer in charge will at once inform the O. C. the corps (giving such particulars as it may be necessary to send to relatives) and the chaplain by letter. Serious illness to be reported

888. Guards will be furnished to hospitals, British and Indian, when necessary. Orders for guards will be laid down by the O. C. the station. Hospital Guards

889. Medical officers will attend when the units they are in charge of are inspected. Attendance is also required throughout gun practice; and at musketry when troops are camped at a distance from the station. Attendance of medical officers at parade

889-A. An officer (including a departmental officer with honorary rank) in military employ or a R. I. M. officer serving afloat, when treated under military medical arrangements is entitled to the services of a nurse, or nurses, under the following conditions — Nursing orderlies.

(a) If the O. C. the station (or Commanding R. I. M. officer in the case of officers of that service) and the senior medical officer concerned consider the disability to have been contracted on duty.

(b) If the senior medical officer concerned considers their employment to be necessary.

When members of the M. N. 8 are not available, private nurses may be engaged under the authority of a station order. In the case of military officers all expenses will be recovered on a contingent bill and in that of R. I. M. officers, the bill will be sent for adjustment to the D. R. I. M. through the Commanding R. I. M. Officer concerned. An officer of the R. I. M. admitted in a civil hospital for a duty caused disshlement will defray the expenses, connected with his treatment and conveyance except the charges on account of the nurse or nurses who may be specially engaged if considered necessary by the medical attendant.

889-B. An officer (including a departmental officer with honorary rank) in military employ is entitled to free medical attendance in his quarters, or admission to, and free attendance in, a military hospital when accommodation exists and his medical attendant recommends such a course, for himself. Medical attendance.

When once an officer has should receive all attendance

his recovery. An officer's in quarters only but may

accommodation is available and

a course. The title of an

officer and his family in this respect exist

is actually on duty in any station (or per

while performing duty elsewhere) in Inc

leave of absence at a station at which th

Government. In any other circumstan

treatment in a civil hospital, hemnst

connected with his medical attendance, treatment, and conveyance,

the medical attendant recommends such a course. The title of an officer and his family in this respect exist is actually on duty in any station (or per while performing duty elsewhere) in Inc leave of absence at a station at which th Government. In any other circumstan treatment in a civil hospital, hemnst connected with his medical attendance, treatment, and conveyance, except such nursing charges as may be admissible under para. 889 A.

Officers whether of the British or Indian Army are not entitled to gratuitous medical attendance while on leave in the United Kingdom but if accommodation is available they may be admitted into a military hospital on payment of the hospital stoppages authorised by the Allowance Regulations. These stoppages will, however, not be made in cases treated in respect of wounds received in action, or illness contracted on active service in the field. Officers of the Indian Army



*Schools of Musketry*

900 Local musketry courses for officers and N C Os of artillery will be held as required under the orders of the G Os C Divns and Indt Bdes

For syllabus see Appendix I, Musketry Schools Regulations, India, 1912

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Location of schools

903 Schools of musketry in India are located as follows —

Central School  
Branch Schools

Pachmarhi  
Changla Gall and Satara

Schools Regulations

Details regarding the Schools will be found in M S Regulations, India, 1912

Particulars of Courses Application of A. R.

Particulars of courses to be held are notified annually in I A O The paragraphs in K R referring to the School of Musketry, II, and dealing with the qualifications for attendance at classes of officers and N C Os, action in the case of unqualified captains the selection of officers warrant officers and N C Os medical inspection of students and the attendance of officers promoted from the ranks are, as modified by these regulations applicable to India

Application for attendance

Officers of Indian units on colonial service desiring to attend a course of instruction at a School of Musketry, will in the first instance apply to the W O for sanction

Selection of students

Officers and N C Os who intend applying for departmental employment are not to be selected for attendance at Schools of Musketry

C Os of British units will give a proportion of the vacancies allotted to them to the candidates for the permanent staff of Indian Defence Force Units

In Indian units preference should be given to those Indian ranks who are likely to be recommended for commissions or who are about to be appointed Woordie Major or Jemadar Adjutant Havildar Major or Drill Naick

Communication of names to Commandants

The names of students detailed will be communicated by G Os C to Commandants of schools concerned 15 days before the date fixed for the assembly of the class C Os will inform G Os C. if they recommend the candidate for a course of instruction in the machine gun in addition to the musketry course When making this recommendation C Os will render direct to the Commandant of the school the following certificate —

I certify that (name of student) has been instructed in and has a thorough knowledge of the subject matter dealt with in part I of the Handbook of the 303" Maxim Machine Gun paras 1 to 39 inclusive

Furnished bachelor quarters are provided for students

Accommodation at Schools

British N C Os and Indian students are not allowed to bring their wives British officers if accompanied by their wives must make their own arrangements for accommodation and they will in such cases notify commandants early to enable extra students to be detailed

Arms and equipment to be taken

British officers may (except that if armed with M L C Mark III self-loading rifle it must be brought) and other ranks will, take arms and accoutrements with them from their regiments These will be inspected by an armourer sergeant before leaving their units Each student will take with him 4 yards of flannel for cleaning his rifle during the course

Officers and other ranks of whose equipment a pistol forms a part will take with them a revolver carrying Govt ammunition Pistols of other patterns may be taken provided suitable ammunition is also brought.

All ranks will bring with them a pair of binoculars and a whistle.  
The latest editions of the following books, corrected to date will be in possession of each student — <sup>Books to be taken</sup> supplement.

\* Handbook of the maxim machine gun. \*Not required by Indian students.

\* Hand book of the Mekometer

† Text book of small arms 1909

†British Officers only.

Company conduct sheets or sheet rolls and medical history sheets will be forwarded to the Commandant by post together with travelling orders or warrants for the return journey <sup>Documents forwarded</sup>

*Selection of students*—The following procedure will be adopted with regard to the instruction in musketry of the officers and N C Os of units in Burma:—

(1) Candidates from localised Burma Battalions will be sent to Musketry Schools in India

(2) Units doing a tour of duty in Burma will not send candidates to musketry schools unless under exceptional circumstances and with the sanction of the G O C, Burma Divn

On a battalion being detailed for service in Burma the G O C the Divn or Indt. Bde in which it is located when allotting vacancies in classes of instruction to be held at Indian schools of musketry prior to the departure of the unit, will endeavour to meet its probable requirements while absent from India. G O C will give similar facilities to Indian battalions detailed for service at an Imperial station before their departure from India.

#### Examinations for promotion and tactical fitness for command

904 (i) The rules for the examination of officers for promotion given in the K R are generally applicable in India, the following <sup>General rule</sup> terms being interpreted as shown —

For "G O C in C" read 'G O C Divn or Indt Bde'

For "Command" read 'Divn or Indt Bde'

(ii) The following modifications apply to officers of the Indian Army:—

*Special Certificate*—The provisions as to accelerated promotion do not apply

*Subject (a)*—Not required (The results of examination of British service officers who are successful in this subject should be reported direct to the W O by the Divn or Indt Bde)

*Subject (c)*—The results of the examination of candidates should be reported to the C of G S in the case of Indian Army officers, and to the W O direct in the case of British service officers without delay

*Subject (d)*—Indian Military Law in accordance with Appx XXIV will be included in sub head (d) (ii)

*Subject (j)*—Qualification in sanitation is not required

*Tactical Fitness for Command (Appx XII K R)*—This will be required before appointment to 2nd in command or command of an Indian corps. The results of examination in Part II of this subject will be reported to the C of G S in the case of Indian Army officers, and to the W O direct in the case of British service, without delay

*Officers of the S & T Corps*—Officers of the S and T will be required to pass in Indian Military Law within two years of their appointment to the Corps, and in subject (j) (as detailed in Appx XXIV) before promotion to Major.

*Officers of the I M S*—Lieutenants of the I M S are required to qualify in the following before promotion to captain. They may be allowed to appear for their promotion examinations on completion of one year's service —

Subject (b) *vide* Appx XXIV

Sub head (d) (ii) Indian Military Law, *vide* Appx. XXIV

Sub head (d) (iii), *vide* Appx XI, K R

Employ—Officers of the A R D will be professional examination applicable to officers of the Indian cavalry.

For all other officers of the Indian army serving extra regimentally in army, departmental, civil or political employ, army promotion will be contingent on their passing the professional examination for promotion in army rank applicable to their arm of the service so long as their names are borne on the rolls of their regiments, and so long as they retain a lien on their appointments therein. (See also para 318.)

(iii) An officer who has been superseded for promotion in consequence of not having passed the examinations for promotion, shall unless he has qualified within 18 months of the date of such supersession resign his commission or be retired from the army. Should he have been prevented from passing the prescribed examination by having been called to, or engaged on, active service in the field, he may be granted such an extension of time not exceeding that of which he may have been deprived by the exigencies of active service, as would afford him an opportunity of passing.

(iv) In some points of detail the rules given in the K R will require modification to suit Indian conditions, climatic and otherwise for instance the hours of examination will not be found suitable for all stations. As regards such matters, however, general officers must exercise their discretion in the interpretation of the regulations as directed in the preface to the K R.

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912 Officers of the Indian Army, who are Staff College graduates may apply to attend the Naval War courses at the Royal Naval College at Portsmouth—while on leave in the United Kingdom. There are two courses annually each of 15 weeks' duration, commencing early in March and September. Applications must reach the Chief of the General Staff, through the usual channel not later than the 1st January for the March course and the 1st July for the September course. Not more than two officers will be nominated to attend each course.

Officers attending these courses concerning whom a satisfactory report is received will have the letter "(a)" placed after their names in the Indian Army List.

It is to be understood that the courses are voluntary, and that the State will not defray any expenses incurred by officers in connection therewith.

The syllabus of the course is as follows —

#### *Syllabus*

- (1) Lectures (1 hour) given 5 days a week, a second lecture being given once or sometimes twice a week.

Subjects of lectures —Strategy Tactics Material so far as it affects strategy and tactics Naval History Maritime International Law National Economics

The lectures are given by the Staff of the War College, by Naval Officers with special knowledge of various branches of the Service and by civilian lecturers in the case of Naval History. International Law and National Economics

- (2) Tactical and strategical investigations Search problems Followed by discussions on the results obtained
- (3) A scheme of combined operations worked out in connection with military officers
- (4) Discussions on subjects bearing on warlike operations
- (5) The course is divided as follows —

Tactical work	3 weeks
Search problems	2 "
Strategical investigations	9 "
Combined operations	1 week

- (6) Officers are encouraged to read books in the War College Library and are advised as to the best books to study on any question in which they may be interested

#### Foreign Manœuvres, Attachments, Interchanges etc

913 The names of four officers of the Indian Army who are on leave in England, and who are desirous of attending the French or German Manœuvres (two to each country), will be put forward annually for consideration with the names of applicants from the army at home. Such officers, if included in the list of representatives, will receive the same allowances as granted by the W O to its nominees. Attendance at Foreign manœuvres

Applications to attend the above manœuvres should be submitted through the usual channel to the C of G S not later than the 1st April.

914 Officers of the Indian Army may be attached for training to units of their own arm, while on leave in England, under the following conditions — Attached for training

- (a) During the four months of the drill season two officers at a time may be attached to units at each of the training centres at Aldershot, Salisbury and the Curragh, for periods of one month each
- (b) Applications for such attachment should be submitted through the usual channel to the C of G S. Simla Officers who, while on leave in England, desire to avail themselves of the privilege should apply to the S of S for India who will cable their names for the approval of the C in C in India
- (c) Officers to whom the concession is granted will have no claim to any extension of leave on this account
- (d) Officers of mounted units cannot count on being supplied by the W O with Govt horses

914-A. Officers of the I M S—not exceeding four in a year—may, while on leave in the U K, be placed on duty under the D D M S of a command in which either the course of training laid down in pages 10—12, R A. M O Training 1911 is to be carried out or manœuvres, purely medical or otherwise, are to take place. Such officers will join for duty a week before the commencement of the medical training or manœuvres, and remain on duty for one month, they will have no claim to any extension of leave in respect of this period.

Applications for this training should be submitted through the usual channel to the D M S in India.

## Royal Engineers.

### General

Position  
and duties of  
D G, M W

994 The D G, M W is the head of the Royal Engineers in India and is on the head quarterstaff of the army in respect of all business relating to the corps. He will advise the C-in C on questions dealing with the distribution, employment, and instruction of officers and men of the corps. He will administer the defence electric lighting, military ballooning, and other technical services, and will inspect the several corps of sappers and miners. He will administer the subordinate establishments of M W S, as under —

Upper Subordinate, Barrack Department, Drawing, Cashier, and Storekeeper, establishment in full.

Lower Subordinate establishment in the 1st grade only

Clerical establishment from the Re 80 grade upwards

He will also advise the C in C, and take his orders personally, on such military works matters as may be dealt with by the latter.

Position of  
D G M W  
towards G  
of I

995 The D G M W is the adviser of the G of I on all matters relating to the organisation and establishments of the M W S, military and marine works, military lands, military railways, and telegraphs, including those administered by the P W D, and the design and issue of R E stores. He is responsible for the constructive fitness, accuracy, and economy of all projects and designs submitted by him to the G of I.

Staff of  
D G M W

996 The staff of the D, G, M W, consists of a deputy director general, two assistant directors general and two deputy assistant directors general.

997

D Divisional  
and other  
staff

998 A C R E is appointed to the administrative staff of each division and will be the technical adviser on all R E and M W S matters. He will be responsible for the constructive fitness, accuracy and economy of all projects and designs passed or submitted by him and for the efficient and economical working of the M W S in the division. He will inspect the detached companies of sappers and miners and the Defence Light Section in the division, and will be responsible for their general control. The C R E of the 1st (Peshawar) Division will act as inspecting officer on behalf of the D G M W for all military structures carried out in the independent frontier brigades and will administer the upper and lower subordinate and office petty and peon establishments for the whole of the N W F Province and for the Abbottabad District. The C R Es of the 2nd to 9th Divisions except as appointed to the charge of subject to the control of the C R E, for the design, execution, management and accounts of all military works in their districts except such as are in charge of the P W D.

Garrison  
etc. duties

999 Garrison engineers are posted to a district under the Asst C R E and are responsible for the design and execution of all definite works. They will perform such technical assistance as may be required by the Bde.

D G M W  
towards G  
of I

1000 Military works in India are carried out by R F officers and this employment is regarded as regimental duty. They may be transferred for duty with sappers and miners either at their own request, or otherwise by the orders of the C in C.

1001 With the approval of Govt duly qualified officers of the Royal Engineers will be permitted to accept civil employment. Colonels and Colonels vacating civil appointments on attaining 55 years

1002 An officer of the R E in military employment (except a continuous service officer of the M W S who has elected for continuous employment up to the age of 55 with final removal therefrom at that date) who is placed on half pay under the R W, will vacate his appointment but may be re employed in a colonel's or higher appointment. An officer in civil employment will be removed from employment under the civil rules in force. If placed on half pay under the R W he will not be removed from civil employment unless required to vacate under civil rules. If retired from the army he will vacate his civil appointment and can only be re appointed with the sanction of the G of I.

Provisions regarding  
disability of  
service of  
Jeters R.

### Chatham course for promotion

**On race of  
instruction**

1006 A course must be completed within the period of leave and the time so spent does not count as duty. An officer under the rules of the course as duty interrupting, should be made to the I

• 11  
Company

K. E.  
Promotion,  
Fajper  
and Miner  
Co., Ltd.

The sections are composed of Royal Engineers and 1st and 2nd Armies. They are detailed sections of the three and four (see para 1013). The authorized detail in Army Tables, 1 Engineer Units.

No.	Applicatlon from	Furlough and leave rules	Channel of submission	Authority sanctioning furlough in or out, and leave or combined leave out of India	Where notified.	Authority sanctioning leave or combined leave in India.	Authority sanctioning privilege leave not combined with other leave
18	Officers of the Military Accs Dept	1875 or 1880	Through deputy controller to Acct General, with deputy controller's statement	Acct-General	<i>Gazette of India</i>	Acct-General	C M A of Circle, but leave to the C. W. A will be granted by Acct-General
19	Director of Ordnance Inspection and Director of Ordnance Stores and their staffs	1886 or staff	Through D G O to M S C, in C with controller's statement for officers not under staff rules	C in C	I A O	C in C	Administrative officer concerned. The grant of the leave will be published in departmental orders
20	Ordnance officers serving in arsenals, depots and factories, or in the factories in section of the Ordnance Department	1886 or staff	Divl Comdr through G C the station, with controller's statement for officers not under staff rules	Divl Comdr with concurrence of D G O	D O	Divl Comdr with concurrence of D G O	Administrative officer. The grant of the leave will be notified in departmental orders
21	Inspector of Ordnance Ammunition	British	Divl Comdr through O C the station	Divl Comdr with concurrence of D G O	D O	Divl Comdr with concurrence of D G O	Administrative officer. The grant of the leave will be notified in departmental orders
22	Commanding royal engineers	1878 1886, or British	Through examiner of accounts for statement when necessary to D G, M W, for concurrence, and then to Divl Comdr	Divl Comdr with concurrence of D G, M W	D O.	Divl Comdr with concurrence of D G, M W	Divl Comdr with concurrence of D G, M W.
23	Assistant commanding engineer	Ditto	To Divl Comdr through Dde Comdr with examiner's statement, for officers not under British rules, and D G, M W, for concurrence	Divl Comdr (Dde Comdr in case of indt bdes) with concurrence of D G, M W	D O (B G in the case of indt bdes)	Divl Comdr (Dde Comdr in case of indt bdes) with concurrence of D G, M W.	Divl Comdr with concurrence of the D G, M W.
24	All other officers of the V W S	Ditto	To Divl Comdr, through Dde Comdr with examiner's statement for officers not under British rules and D G, M W, for concurrence	Divl Comdr with concurrence of D G, M W	D O	Divl Comdr with concurrence of D G, M W.	Divl Comdr, with concurrence of C R E (A C R E in the case of indt bdes)

25	Officers Defence Light Sections	Ditto	Through deputy C M A. for statement when necessary, and commandant of corps of sappers and miners concerned to Divl Comr	Divl Comdr.	D. O.	Divl. Comdr.	Divl. Comdr. on recommendation of Commandant of corps of sappers and miners concerned. Dile. Comdr.
26	Executive officers of S and T. corps and Commandants of Transport units	1875, 1880, or Staff.	Divl Comdr., with deputy controller's statement for those not under Staff rule	Divl. Comdr.	D. O.	Divl. Comdr.	
27	Registration officers	1875, 1880, or British	(1) In the case of registration officers serving directly, under the Q M O, India, to the Q M O, India. (2) In the case of registration officers serving under Q O, C divisions to Divl Comdr with deputy controller's statement for officers not under British rule. To the Q M O, India with Controller's statement	(1) C-in-C. (2) Divl. Comdr.	(1) L. A. O. (2) D. O.	(1) C-in-C. (2) D. O.	(1) C-in-C. (2) D. O.
28	Officers of the army clothing department— (a) D. A. C. (b) Superintendents and Assistant Superintendents of Army Clothing (c) A. M. C. estimate officer	1875 1875 or Staff. British	To the Q M O, India through Superintendent and Director, with Controller's statement for officer not under staff rule. Through Dile Comdr to Divl. Comr for leave out of India.	C-in-C. C in C. Divl. Comdr. with concurrence of D. M. S. in India, in case of p. a. leave.	L. A. O. L. A. O. D. O.	C in C. C in C. Dile Comdr with concurrence of Divl Comdr. in case of p. a. leave	C-in-C. D. A. C. Dile Comdr.
29	1 M. S. and 1 R. S.	Staff	Through Dile and Divl Comdr. to commanding authority.	Divl. or Indpt. Dile. Comdr. with concurrence of D O, L. M. S. and D. M. S. in India, in case of p. a. leave	D. O.	Divl. or Indpt. Dile. Comdr. with concurrence of D O, L. M. S. and D. M. S. in India, in case of p. a. leave.	Divl. or Dile. Comdr.
30	1 M. S. and 1 R. S.	Staff	Through Dile and Divl Comdr. to commanding authority.	Divl. or Indpt. Dile. Comdr. with concurrence of D O, L. M. S. and D. M. S. in India, in case of p. a. leave	D. O.	Divl. or Indpt. Dile. Comdr. with concurrence of D O, L. M. S. and D. M. S. in India, in case of p. a. leave.	Divl. or Dile. Comdr. with the concurrence of the Dy. or 1 D M. S. concerned.

\* A statement by the officer concerned at the L. G. O. must be submitted to the Dy. Comdr. of the division in which the officer is serving, and by which the officer is to be recommended for leave.



No	Application from	Furlough and leave rules.	Channel of submission	Authority sanctioning furlough leave or combined leave out of India.	Where notified	Authority sanctioning leave or combined leave in India	Authority sanctioning privilege leave not combined with other leave.
32	I M S - Study leave		Through Bde Comdr, Divl Comdr, deputy C M A and D M S in India to D O, I M S, with statement of the course or courses of study contemplated and any examinations the officer proposes to undergo	Divl Comdr on receipt of approval of D G, I M S	D O		
23	Asst surgeons, I S M D	1868 1875 or 1889	Through Bde Comdr, to Divl Comdr, with deputy controller's statement if not under 1889 rules	Divl Comdr	D O	Divl Comdr	Bde or Divl Comdr with the concurrence of the Dy or A D M S concerned
34	I M S - medical storekeepers, Calcutta, Madras, Lahore, Bombay, and Rangoon.	1868, 1875, or 1886	To D G, I M S direct with deputy controller's statement	D G, I M S	Gazette of India	D G, I M S	D G, I M S, with the concurrence of D M S in India, when an officer under the orders of the C-in-C acts for the absentee
35	Officers, J. A. G.'s department.	1875 or 1886	Through J. A. G. to Army Comdr, with deputy controller's statement	Army Comdr with concurrence of J. A. G.	A. Q	Army Comdr.	Army Comdr
36	Officers of the remount department including A V C officers	1875 1883, or British	Through local head of department to Q M G in I with deputy controller's statement for officers under Indian rules	C-in-C	I A O.	C in C.	C in C
37	S. V. O Division (a)	Staff	To Divisional Commander				
38	Executive Veterinary Officers (a)	British	Through the O C the station, Bde Comdr, to the Divl Comdr	Divl Comdr with concurrence of P V O, India	D O	Divl Comdr with concurrence of P V O, India	Divl Comdr with concurrence of P V O, India.
39	Commissioned and war staff officers of the U I employed—			Divl Comdr with concurrence of S V O Divn, O Divn and P V O, India	D O	Divl Comdr with concurrence of S V O Divn	Bde Comdr with concurrence of S V O Divn, concerned; and if the officer leaves in India, with concurrence of P. V. O., India

I.—In Office, M. W. S., S. and T. corps, and in barrack dept.	1868, 1875, or 1889.	To Divl. Comdr., with deputy controller's or examiner's statement for those under the 1868 or 1875 rules.	Divl. Comdr. with concurrence of D. G., M. W., for M. W. S. & barrack dept.	D. O.	Divl. Comdr. with concurrence of D. G., M. W., for officers by Divl. Comdr., and to warrant officers by C. R. E. C. M. A.	Local head of department, or in the case of the M. W. S. to commissioned officers by Divl. Comdr., and to warrant officers by C. R. E. C. M. A.
II.—Clerks in Milly. Accts. Dept.	Ditto	Through deputy C. M. A. to Acct.-Genl., with statement as above.	Acct.-Genl.	<i>Gazette of India.</i>	Acct.-Genl.	Head of department.
III.—Clerks at Army Hd. Qrs.	Ditto	To A. G., India, with statement as above	A. G., India	I. A. O.	A. G., India	Army Comdr.
IV.—Clerks at Northern and Southern Army Hd. Qrs.	Ditto	To Army Comdr., with statement as above	Army Comdr.	A. G.	Army Comdr.	Army Comdr.
V.—Clerks in divisional offices.	Ditto	To Divl. Comdr., with deputy controller's statement for those under the 1868 or 1875 rules.	Divl. Comdr.	D. O.	Divl. Comdr.	Divl. Comdr.
VI.—Superintendents and Assistant Superintendents of military prisons.	Ditto	To Divl. Comdr., ditto	Divl. Comdr. with the concurrence of the Director of Military Prisons and Detention Barracks in India.	D. O.	Divl. Comdr.	Eds. Comdr.
VII.—Other departments of the miscellaneous list.	Ditto	Ditto	Divl. Comdr.	D. O.	Divl. Comdr.	Local head of department.
VIII.—In civil departments.	Ditto	As required by civil rules, with statement as above.	Civil department	Local or other	Civil department.	Civil department.
40 Non-departmental warrant and N. C. officers on U. L.* for furlough on medical certificate.	A. R., L. Vol. II.	Through local head of department or corps, to Divl. Comdr.	Divl. Comdr. with concurrence of D. G., M. W., for M. W. S. & barrack dept.	<i>Gazette.</i> Not published.	...	Local head of department. In M. W. S.—C. R. E. In M. A. Dept.—C. M. A.
41 Ditto on private affairs	Ditto	Ditto	Divl. Comdr. with concurrence of D. G., M. W., for M. W. S. & barrack dept.	Ditto	...	...
42 Soldiers of the R. E. Indian establishment	Ditto	Through Bde. Comdr., to Divl. Comdr.	Divl. Comdr. with concurrence of D. G., M. W., for M. W. S. & barrack dept.	Ditto	Bde. Comdr.	Bde. Comdr.

(a) In medical leave concurrence of P. V. G. India, and S. V. G. Division is not required.

Reports of grant of furlough out of India to all ranks of the U. L. are to be made to the Under S. of A. for India, accompanied in the case of grants on m. c. by the proceedings of the medical board.

No.	Application from	Furlough and leave rules.	Channel of submission.	Authority sanctioning furlough in or out, and leave or combined leave out of India	Where notified.	Authority sanctioning leave or combined leave in India.	Authority sanctioning privilege leave not combined with other leave.
43	Soldiers of British corps, except R. E.	A R, I, Vol. II, 1875.	Through Bde Comdr. to Divl Comdr.	Divl Comdr.	D. O.	O. C. nat.	" "
44	Officers in civil employ whose appointments lapse on taking furlough or leave.	1875, or Br. 1886, or Br. 1886.	Through civil head of department and Local Government to Divl Comdr, with deputy controller's statement for officers not under British rules. In the case of officers officiating in the cantonment magistrates' department through the District Magistrate to Divisional Commander, for transmission on to Local Government who will return the application to Divl Comdr. and place applicants' services at his disposal	Divl Comdr.	D. O.	Divl Comdr.	Civil department.
45	Officers holding civil appointments of limited tenure.	1868, 1875, or 1886	Applications for leave not exceeding 3 months will be disposed of by Local Government as required by the C S R, with deputy controller's statement Applications of permanent cantonment magistrates, for combined leave, leave on urgent private affairs, or furlough, will be made to the Q. M. G., India, through Divl Comdr., for transmission to Local Government through deputy controller of military accounts concerned Applications for leave not exceeding 3 months will be disposed of by Local Government through Bde Comdr, and Divl Comdr, to D M S in India	Divl Comdr. Civil dept. C-in C.	Local Gazette. Local or other Gazette of India.	" " Civil dept. C-in-C.	Local Gazette Civil department. " "
46	Ladies, M. N. S.	A. R, I, Vol. II, para 245.	Through Bde Comdr, to Divl Comdr.	Divl Comdr.	Local Gazette D. O.	" " Divl Comdr.	Local Gazette. Bde Comdr. with the concurrence of the Dy A. D. M S concerned, in consultation with the lady superintendent or senior nursing sister of the division.

Y B—Grants of leave out of India on m. e. to officers of the British Service will be reported by the Divl Comdr with the least possible delay to Under S of 8 for War, accompanied by a copy of the proceedings of the medical board and an intimation of the date of an examination. In the case of officers of the British Service on the Staff of R. F. or Indian Army, the report, with a copy of the medical board's proceedings will be forwarded to the Under S of 8 for India.

*(Leave Rules for Regimental followers)*

No regimental follower can be granted any leave except on the understanding that his services can be spared without any extra expense to the State.

(i) All enrolled regimental followers are eligible for —

(a) One month's leave annually on full pay which may be accumulated to three months.

(b) Leave on medical certificate up to six months on full pay, provided the sickness is not caused by an offence under Indian Military Law.

(ii) Other regimental followers may be granted leave for such periods as their services can be spared but without pay.

(iii) Enrolled followers of Gurkha regiments who are residents of Nepal, may accumulate their one month's annual leave on full pay up to six months, in lieu of the limit laid down in clause (i) (a) above.

**Appendix III.**

*(Referred to in para 1016)*

**Regulations for the Indian Army Reserve of officers.**

1 The following officers and gentlemen may be granted commissions as officers of the Indian Army Reserve —

*For infantry.*

(a) Officers who having retired from H. M.'s Indian military forces are not liable for further service.

(b) Officers who having retired from H. M.'s other regular forces are not liable to recall to military service under W. O. rules.

(c) Indian volunteers, except soldiers on the U. L.

(d) Officers, other than military officers in the service of the O. of I.

(e) Private gentlemen residing in India.

*For cavalry.*

Any of the above who are serving in mounted corps.

Officers of the Indian Army Reserve who belonged to that Reserve previous to 5th August 1914 will take rank with officers of the Regular Army as though their rank bore date of 5th August 1914. Indian Army Reserve officers who have received commissions since 5th August 1914 will take rank with officers of the Regular Army of the same rank according to the dates of their appointment to the rank.

**OFFICERS RETIRED FROM THE ARMY.**

2 An officer who was retired from H. M.'s regular forces in India, without liability

to be recalled to service, —

and who has attained the age of —

35 years;

and may be granted a commission as an Indian Army Reserve officer in a rank not higher than that in which he retired.

No such officer will be eligible for employment after the age of 57.

**INDIAN VOLUNTEERS, CIVIL OFFICIALS IN THE SERVICE OF THE O. OF I., AND PRIVATE GENTLEMEN.**

NOTE — Officers of the Indian Volunteer Force who hold commissions in the Indian Army Reserve of Officers, are eligible for appointments to the Home Reserve of Officers under Article 674 of the R. W.

3 A commission as second-lieutenant may be given to any gentleman fulfilling the conditions of clauses (c), (d), (e) of para. 1, up to the age of 30 years: provided —

(a) that he is recommended by the O. C. of the Bde in which he resides, to whom he must in the first place personally submit his application, together with the required certificates, and that the recommendation of the Bde Comdr is concurred in by the Local Government, and

(b) that he has obtained a certificate of proficiency such as is granted to a captain of volunteer forces in India for which purpose, if not an officer of Indian volunteers, he may be attached to a volunteer corps in India, and appear before a board of officers under A. R. I., Vol. II., or that he shall, after being attached to a regiment or battalion of the regular forces for a period of not less than one month satisfy a board of officers composed as directed in the H. R. para. 1167, that he possesses a satisfactory amount of military knowledge for the rank of lieutenant.

or whose character and qualifications are not satisfactory, but the limitation as to age and the qualifications prescribed may, subject to the approval of H. M., be dispensed with in cases where the G. G. in Council may, on the recommendation of the C-in-C, consider that the exigencies of the service rendered it desirable that those provisions should not be enforced.

6. The name of every officer shall be borne on one of two special lists, one for cavalry

applications to the Local Government, and, if residing out of India, to the S. of S. for India time dispense with the services of an officer, sub-

for military service, officers of the Indian Army Reserves who desire to proceed out of India for any period not longer than six months, are not required to submit applications for leave in their military capacity as officers of that reserve. Should they, however, desire to proceed out of India for any period longer than six months, they should report their intended departure and address to the M. S. to the C-in-C.

ble to be called to army service  
Gazette of India  
on the recommendation of the  
notification in the Gazette of

India.

14. An officer called to army service may be employed in the Indian Army regimentally, or on such military duty as may be assigned to him, and shall on being called to army service,—

(a) if appointed to a corps, have no claim arising out of his rank to any appointment in such corps, except such as he may be nominated to by competent authority.

(b) if appointed to a corps, shall be placed at the bottom of the lowest grade of that corps, and shall not be eligible for promotion to any higher grade until he has completed the term of service required for promotion to that grade.

15. Officers of their respective commissions

employed in the Indian Army shall be eligible for promotion to the rank of Lieutenant, Captain, Major or Lieutenant-Colonel respectively, after completing 2½, 9, 18 and 26 years' service from date of first commission.

#### Promotion.

18 (a) Provided that they are recommended, officers of the Indian Army Reserve of Officers will ordinarily be eligible for promotion to the rank of Lieutenant, Captain, Major or Lieutenant-Colonel respectively, after completing 2½, 9, 18 and 26 years' service from date of first commission.

(b) Officers with previous commissioned service in the Army will be given the rank last held therein, and be allowed to reckon previous regular commissioned service towards further promotion.

19 (a) Officers reported fit for accelerated promotion may, on the recommendation of the C-in-C in India, be promoted at any time to any higher rank by the G. G. of India in Council, subject to H. M.'s approval.

(b) Officers are forbidden to apply for any special consideration in the way of promotion.

*Declaration.*

20. Candidates should submit with their applications for admission a declaration in the

His Majesty the King,  
 dian Army Reserve of  
 my service be accepted  
 part of India or in any  
 may be serving and in

Signed this                      day of                      19                      .  
 Witness.

21. Applicants for commissions may state the branch or department of the army in which they would prefer to be employed in the event of their being called out for service. These wishes will be recorded, and will, as far as the exigencies of the service may permit, be considered in appointing the officers to corps and departments.

*Special rules for cavalry reserve officers appointed under rule I.*

22. (A) Officers of the Indian cavalry reserve will be required, until they attain the age of 40, to attend the Hd. Qrs. of the Indian cavalry regiment most conveniently placed with respect to their homes for an annual training of 14 days, which at their own request may be extended up to two months. Such training will be accepted as qualifying for the capitulation grant in the volunteer corps to which the officers belong. The details of attendance will be arranged by the O. C. the brigade to which the volunteer corps belong, in communication with the O. C. the brigade in which the training is to be undergone.

(B) The rank of these officers, while going through their annual training, will be that held by them in the Indian Army Reserve, irrespective of any rank they may hold in their volunteer corps.

(C) Officers on attaining the age of 40 will not be required to undergo further training, nor will they be liable to be called up for active service except in cases of emergency. They will, however, remain in the reserve, subject to retirement at the ages and under the conditions laid down in rule 6.

(D) Officers detailed to serve with a regiment of Indian cavalry in the field will be required to join with one charger. A second charger and, if necessary, saddlery will be provided on loan by Government, or on payment subject to re-purchase by Government at a valuation.

**Appendix IV.**

(Referred to in para. 405.)

**Rules regarding the tenure of sites and houses in cantonments prior to the Cantonment Code, 1899.**

**Madras.**

(i) A military cantonment is, as its designation implies, a locality the military limits of which have been defined under the authority of Government and which is set apart from

to be liable to be registered as dwelling-  
 Dism or Indt Bldg. as the case may



whenever the public interest may require that they should so reside, or whenever special

elect to rent the house the committee cannot compel him to sell it.

(xx) On  
cantonments,

instance, be given to proprietors of premises or to their

the G. O. U. nominate a member of the committee to represent such proprietor, and the committee will thereupon proceed to arbitration

the G. O. U. shall be bound to occupy the house occupied by him to

except  
the station  
duty.  
to be made

(xxiv) The owner of any house in a ———— belonging to the army on duty at the station.

G. O. U. to reside therein (para. xiv), may offer belonging to the station who may require it to reside in, if the G. O. U. the station is satisfied that there is no other suitable house available, with due regard to the rank of the claimant and to the duties he may have to perform. In every such case, however, if the owner may have formally intimated to the officer who has so obtained the house, his desire to sell rather than to let it, and the offer has not been accepted, the officer may at any time be required to vacate it within a week of his receiving notice through the staff officer of the station that the house has, with the consent of the G. O. U. the station, been sold to another military officer on duty at the station, who requires it for his own residence. The rent to be paid in such cases or the price to be paid for the house when the claimant accedes to the owner's desire that he shall purchase it, is to be fixed, in the event of the parties disagreeing as to the amount, by a committee of arbitration, to be assembled by order of the G. O. U. after he has fully satisfied himself as to the necessity for the same, and that the application for the committee is not opposed to the orders of government (para. xxvii).

(xiv) In the case referred to in para. (xiv), the decision of the committee of arbitration is to be conclusive unless it be reversed by government, for whose orders the provided are



to be submitted through the regular channel, whenever the proprietor of the premises is dissatisfied with the award; but in the case referred to in paragraph (xxii), there is no appeal from the decision of the committee, which is to be final.

(xxvi) When an officer

of any special circumstance

be referred to Divisional Hq.

(xxvii)

pairs and

lord to join

the canton

the station

the other

to act with

case of difficulty. In either case, the landlord should be informed that, unless within a named time, he either executes the necessary repairs or joins in the reference, the occupant will have the repairs done on the landlord's account and risk of the public works departmental rates, and that the cost will be set off against the rent.

(xxviii) In stations where the commanding officers are to obtain the sanction of the committees of arbitration, previous to con-

or other purposes, it may be which, for sanitary

(xxix) In cases where buildings in cantonments are required for public purposes, the officer of the military, or public works, department in executive charge will, under the authority of the G. O. C., settle for the valuation and purchase of the same, according to the rules of the public works department, and recourse is only to be had to committees of arbitration, in the event of any disagreement, and on the application of the executive engineer or of the proprietor of the premises.

(xxx) In no case is any cantonment land to be enclosed, or occupied, without the sanction of the G. O. C., and C. Os. are strictly

sites, under any circumstances whatever,

nor are the boundaries of compounds to be

sites granted to officers in military canton

necessary, conforming, as far as possible,

code.

(xxxi) The health and comfort of the troops are paramount considerations, to which all others must give way, and the G. O. C. the station will be held responsible that no ground is occupied in any way calculated to be injurious to either, or to the appearance of the

(e) If the ground has been built upon, the buildings are not to be disposed of to any person who does not belong to the army, until the consent of the O. C. the station has been previously obtained.

(d) The sale or transfer of any house property in cantonments must be sanctioned by the O. C. by a person in government service, and the proceeds are not brought into use for the benefit of the station.

Madras.

Station of the ground.	Place where enclosed.	Title under which it is held and whether the property of government or of individuals.	Extent of the ground	Nature of the soil.	How laid out and whether buildings upon it.	Bounded on the			
			Square yards.			North by	South by	East by	West by

[Here enter certificate of the O. C. of the station that the ground does not interfere with any parade or military work.]

(xxxviii) The O. C. the station having satisfied himself that there is no objection from a military point of view to the occupation of the ground by the applicant, as also that it does not encroach on, or interfere with, any public road, parade, or military work, will ascertain from the collector of the district how the land, if the property of government, is entered in his accounts; and what rent has hitherto been assessed on it. He will then submit the collector's reply, and a sketch showing the boundaries of the ground and its vicinity, accompanied by the application previously made to him, to Divisional Hd. Qrs for the consideration of the G. O. C.

(xxix) In the event of its being sanctioned, a lease will be prepared in the Divisional office containing the following conditions —

(a) To hold the lease for 60 years, renewable at the end of every 10 years, at the option of government

and all causes of malaria. Hedges to be of a height not exceeding four feet from the level of the public road in front of, or leading to, the premises. To lop and keep lopped, the branches of all trees, present and future, which shall grow lower than six feet from the ground.

(c) The premises, although maintained in the above order, to be given to government at any time if required.

(d) The premises to be open to the government authorities, to take plans and examine the condition thereof.

(e) All, or parts of, requirements if found necessary to be applied, notice of which in writing to be left at the premises, to be attended to by the lessee within three calendar months.

(f) Not to do, or willingly cause or suffer any act or thing to be done, in or upon the premises, to the annoyance, grievance, damage, or disturbance of government, or their tenants.

(g) On assigning the premises to another, a notice in writing, of the assignment, to be given to the government.

the local engineer officer

(i) To officers, the monthly rent to be limited to, and in no case to exceed, either the said sum, or the sum of Rs100, whichever of the said sums shall be least in amount—the meaning

\* Quit-rent is not charged in Bangalore, Tanjore, and Thayetmye, but in Madras a this yearly payment is levied by the civil authorities under the denomination either of quit-rent or house-tax.

being that no more than Rs100 a month as rent can be demanded, although the *bond fide*

for the rent to exceed the  
to that effect, the lessee

*N.B.*—This is not intended to do away with the assembly of a house board.

(k) If at any time it is desired to let, or sell, the preference should be given to military officers of the cantonment, over anybody else.

(l) If the house is required for the residence of any of the officers of the cantonment, notice in writing to be given to the owner, and after 30 days the house should be vacated for occupation by such officer.

(m) If government require the land at any time, it should be restored on payment of the fair value of the buildings, to be fixed by the engineer. If dissatisfied with this value the amount to be fixed by government, which decision will be final.

(n) The lessee to conform to and obey all present and prospective orders and regulations of government.

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### Appendix V.

### Oriental Language Examinations.

(Referred to in paragraph 264)

#### Notes.

the Board of Examiners, Calcutta ;  
Committee, Bom-

be obligatory  
h ch they are  
Lancers, 20th,  
th Infantry.

28th Light  
1, 66th, 67th,

69th, 74th, 76th, 82nd, 84th, 87th, 89th, 90th, 91st, 92nd Punjabis, the 23rd, 32nd, 34th  
Pioneers, 93rd Burma Infantry.

39th Garhwal Rifles.

*Hindi*—In the 2nd, 4th, 7th, 14th and 32nd Lancers, 3rd Skinner's Horse, 5th, 6th,  
Light Cavalry, 31th Poona Horse, the 1st and 3rd  
4th, 7th, 8th, 11th, 13th, 16th Rajputs, 10th Jats,  
npara regiments, 45th Pioneers, 41th Infantry, 102nd  
122nd Infantry, 104th, 123rd, and 125th Rifles.

language

The O. C. is responsible that an officer passes the required test within two years of being Commanders, or to

only to officers in  
in 10 years' service  
only With  
tary or civil  
himself for  
erson not in  
tion of the  
and officers  
unbanese in  
r, but no

special fund as will be mentioned forth in more

in which they were born or  
such languages Officers of  
R. E. and I. M. S.) other  
examinations in  
ard for passing  
have already

successfully competed for the reward by the Interpreter's test under the "Regulations for the Study of Foreign Languages"

by the H. and  
ctioned by the  
Persian of the  
local Govern-  
board in any  
must be passed  
it should not

at local centres  
any, for sufficient

quired before Candidates from  
the North-West Frontier Pro-  
Calcutta in April or October  
examinations are conducted at

Lahore and Lucknow

VII. Examinations for the purpose of obtaining the rank of Subaltern in the Indian Army

IV cannot present

is appendix, an  
in six weeks,  
y the D. of H.  
I not be allow-  
the H. P., or

# APPENDIX

## Oriental Language

No	Language.	When and where held	Board and application
1	2	3	4
			<b>OBLIGATORY</b>
1	Hindi . . .	As required at any military station where examiner available, under orders of O C station	Board One officer (2 if there are more than 5 candidates), not below rank of captain and field officer if possible, who must have passed the H S concerned, the H P Hindi, or former H S Hindustani, in the case of (1), and an examination in Khas kura in the case of (2)
2	Khas kura . .		
3	Marathi . .		
4	Persian . .		
5	Punjabi . .		
6	Pushtu . . .		Application to reach station staff office a fortnight before examination
7	Tamil . . .		
			<b>ELEMENTARY STANDARD</b>
8	Burmese . . .	Under orders of the Government of Burma	Application to reach Local Government one month before examination
9	Pushtu . .	First Wednesday in each quarter at any military station where examiner available	Examiner must be an officer who has passed H S Application to reach station staff office one month before examination
			<b>LOWER STANDARD</b>
10	Baluchi . . .	First Monday in April at Dehra Ghazi Khan	Board (appointed by Commissioner, Multan Division) of three members one of whom ordinarily should be a Baluch Application to reach Commissioner by 1st March. Examiner must be an officer
		Last Mondays in February, May, August and November at any military station Quetta Division where examiner available	

A B—Whenever the day or date laid down for an examination falls on a gazetted holiday (see definitions) the examination will be held on the next

### V. Examinations.

No	Text books and tests	Marks,* etc
1	5	8
1	(1) Selections from the Prem Sagar (2) Virsikha, published by Pandit Bishara; Benares (or poetry (b) GANAN-AN ANJ-AN ANJ-AN Lives of first 10 Gurus (c) Ganji Lakhtu (7) Kathamanjari, first 35 stories.	[*Where marks are not laid down for the tests the terms 'very good', 'good', 'fair', 'bad', will be used to describe the qualifications of a candidate]  The examiner will decide whether the qualifications of a candidate meet requirements  Tests will be set by the examiner. His report on I A F X 1857 will be forwarded with the certificates (paras. 493 and 496) to the S S O
2		
3		
4		
5	Tests—(a) First voice translation of page of a text book, (b) reading and translating MS (when the language, as in the case of Pushtu, is not used in writing, the MS should be in the same language as used by the soldiers for	
6		
7		
8	No text book Tests—(a) Reading and translating a passage from MS or book, (b) conversation	Marks (a) 24, (b) 36; percentage required as for 21 H S
9	Tests—(a) First voice translation into English of 10 simple Pushtu sentences, chiefly relating to professional topics, dictated by the examiner, and taken down by the candidate into the Roman character, (b) first voice translation into Pushtu of 10 simple English sentences on same lines as in (a), (c) conversation in Pushtu, on general topics with a Pathan	Marks (a) 40, (b) 60 (c) 100; 50% in each subject, and 80% in the aggregate required to pass  Proceedings to be sent to S S O for transmission to Bde or Divl Comdr Officers ineligible for examination if serving in corps wherein Pushtu is obligatory
10	Dame's text book of the Baluchi language Part I Tests—(a) First voice translation from text book, (b) conversation	200 marks are allotted for each subject, 60% in each required to pass  Papers at April examination will be set by board who will report the result to Secretary, Punjab Government  Tests at other examinations will be set by the examiner. His report on I A. F X 1857 will be sent to O O. C. Quetta Division.

examination will be held on the same day of the following week; if this day is also a gazetted holiday the working day thereafter.

APPENDIX  
Oriental Language

No	Language	When and where held	Board and application
1	2	3	4
11	Burmese . . .	(As for 8, Elementary)	Standard.)
12	Hindustani . . .	First Monday in each month at Calcutta, Bombay and Madras  First Monday in January, April, July and October at selected stations in each Divn and Indt. Bde at discretion of G. O. C., with due regard to economy.	Central Board . . .  Examiner must be an officer not below rank of captain, who has at least passed Proficiency, Urdu, selected by G. O. C. in communication with Central Board  Application to reach Pde or Divnl office six weeks, and Central Board one month before date of examination
13	Persian . . .	(i) First Monday in each month at Calcutta (ii) First Monday in each quarter at Bombay (iii) First Monday in January and July at Madras (iv) First or 2nd Monday in each quarter at any military station where examiner available.	(i), (ii) (iii) Central Board (iv) G. O. C. will appoint an officer, preferably with H. P. otherwise with H. S. Persian Application to reach Divnl or Bde office by 1st and Central Board by 15th of preceding month
14	Shan . . .	(As for 8, Elementary)	Standard)
15	Arabic . . .	First Monday in each month at Calcutta  First Monday in each quarter at Bombay and Aden	HIGHER STANDARD.  Central Board . . .  At Aden a station board of qualified officers acting under instructions of Central Board, Bombay Application to reach Central Board by 15th of preceding month

A.B.—Whenever the day or date laid down for an examination falls on a gazetted holiday (see definitions) the examination will be held on the next

# V. Examinations.

No	Text book and tests	Marks,* etc.
1	5	6
11	No text-book.  <i>Tests</i> —(a) Reading MS. at sight and writing an English or Hindustani translation thereof; (b) conversation.	Marks (a) 65, (b) 35; percentage required as for 21, 11, 5.
12	Text book Urdu Roznamah being selected extracts from a list selected by Central Board, Calcutta from Parts I to 4 of the Urdu Reader published by Messrs. Shubh Singh and Sons and a Hindustani adaptation of Wazir Khan.  <i>Tests</i> —(a) conversation; (b) word-for-word translation into English of selected passages from text book; (c) questions on selected parts of text book; (d) written translation into English of a special unseen printed passage; (e) written translation from English into Hindustani in Persian or Urdu character; part to be taken from the English translation of text book.  Subjects (a), (b) and (d) will be taken by examining officers; (c) and (e) will be set and corrected by Central Board.	100 marks are allotted for each subject; minimum pass (a) 50, (b) 65, (c) 60, (d) 35, (e) 50.  Failure in one subject will entail re-examination in all subjects. An unsuccessful candidate will not be re-examined within 2 months; but a candidate failing to obtain 25 marks in (b) will not be re-examined within 4 months.  See I. A. F. X-1856 for instructions to examining officers.
13	Text book Selections for L. S. examination in Persian.  <i>Tests</i> —(a) Word-for-word translation from text book, (b) reading and translating MS., (c) conversation, (d) written translation from English into Persian.	To pass a qualification of "fair" is required in (d), and "good" in (a), (b), and (c).  A local examiner will send certificates (paras 491 and 496) to the S. S. O. He will complete and sign I. A. F. X-1857, allot the qualifications in (a), (b) and (c) sign the written exercises and forward them to the Central Board under cover of I. A. F. X-1858 (which may be used for the purpose).
14	(As for 21, 11, 5)	As arranged by examiners
15	Text book Ar-Rauzat-ul-Zakiya, omitting pages 39–69, 129–143, 189–219, 309 to end of book.  <i>Tests</i> —(a) Written translation from English into Arabic; (b) word-for-word translation into Arabic of a letter on a simple subject, (c) word-for-word examination in the printed text-book, (d) reading and translating an Arabic MS. of moderate difficulty selected from the proceedings of a case in court, from reports or petitions addressed to civil or military authorities, from letters passing in the ordinary course of business, or from private correspondence; (e) conversation of a simple character in Arabic.  N.B.—All translation in Arabic should be marked with vowel points.	As arranged by examiners

Examination will be held on the same day of the following week, if this day is also a gazetted holiday, the working day thereafter.



Appendix  
Oriental Language

No	Language	When and where held	Board and application
1	2	3	4
16	Assamese . . .	Under orders of Assam Government	Application to reach Local Government one month before examination.
17	Hill languages of Assam	<i>Officers serving in Assam may be examined under orders of Local Government in (1) Naga, (2) Abor, Miri, Duffla, (3) Angami or Jengimiah, (4) Aka, (5) Singpo, (6) Mishmi, (7) Kuki or Lushai, (8) Manipuri, (9) Garo including Kachari or Mech, (10) Khamph, or Ahom, (11) Khasi or Synteng</i>	
18	Bengali	First Monday in each quarter at Calcutta	Central Board . . .  Application to reach Central Board one month before examination
19	Baluchi . . .	First Monday in April at Dera Ghazi Khan  Last Monday in April and 1st Monday in November at Quetta	(As for 10, L S)  Board (appointed by Agent to G G, Baluchistan) of 3 members, one of whom ordinarily should be a Baluch  Application to reach 1st Assistant to Agent to G G by 1st April and 1st October
20	Brahui . . .	First Monday in May and last Monday in November at Quetta.	Committee (appointed by Agent to G G, Baluchistan) of a gazetted officer as President and two members, one of whom ordinarily should be a Brahui.  Application to reach Local Government one month before examination
21	Burmese . . .	(As for 8 Elementary	Standard)
22	Border language of Burmese	<i>Officers serving (1) The Tan of the A Tan</i>	<i>under orders of Chinthe, and Yigim, Thavimyo, language (4) The</i>

# V. Examinations.

No	Text-books and tests	Marks,* etc
1	5	6
16	<p>Vernacular MS. records</p> <p><i>Tests</i>—(a) <i>Vard voce</i> translation; (b) written</p>	As arranged by examiners
17	<p><i>Tests</i>—As laid down in Chap. V, paras 40—43, of rules for examination of Asst Commrs Assam Gazette Notification No 4389 G., dated 28th April 1893.</p>	
18	<p>Text books Indira and Sansar.</p> <p><i>Tests</i>—As for 16 H 8.</p>	In order to pass, a qualification of "fair" is required in (a), and "good" in the other subjects.
19	<p>Dame's text book of the Baluchi language Hittu Ram's Baluchi Namu, translated by J. M. Douie</p> <p><i>Tests</i>—(a) <i>Vard voce</i> translation from text books; (b) written translation from English; (c) <i>vard voce</i> translation of English conversational sentences dictated by examiners; (d) conversation</p>	<p>Marks (a) 100, (b) 100, (c) 200, (d) 200, 50% each in (c) and (d), and 60% in the aggregate required to pass; 75% of the aggregate to pass with credit.</p> <p>Papers will be set by board who will report result to Secretary, Punjab Government, in case of examinations at Dera Ghazi Khan, and to A. G. G., Baluchistan, in case of examinations at Quetta</p>
20	<p><i>Tests</i>—(a) Written translation in English or Urdu character, and <i>vard voce</i> translation into English, of sentences spoken in Pashtu; (b) written translation into Pashtu, in English or Urdu character, of English sentences; (c) conversation.</p>	<p>As arranged by board, 50% in each subject required to pass; 75% to pass with credit.</p> <p>Examinations will be conducted and determined by a local board and results communicated to A. G. G., Baluchistan.</p>
21	<p>No test books.</p> <p><i>Tests</i>—Reading MS. at sight and writing a translation thereof; (b) <i>vard voce</i> translation of an English judgment or official paper; (c) conversation.</p>	<p>Marks (a) 25, (b) 25, (c) 60</p> <p>To pass. 50% in each and 75th of aggregate</p> <p>To pass with credit " " " 1th "</p> <p>To pass with great credit " " " 1th "</p>
22	<p><i>Local Governments in any language or dialect to each of the following groups: (1) The Chin language (2) The Chin language as spoken on the border Housada, Kyaukpau, or Sandoway districts (3) The Kham, Tangsai, Chinpaue dialect of the Kachin language (5) Monpaue.</i></p>	

Examinations will be held on the same day of the following week, if the day is a public holiday, the working day thereafter.

Appendix  
Oriental Language

No	Language	When and where held	Board and application
1	2	3	4
16	Assamese . . .	Under orders of Assam Government.	Application to reach Local Government one month before examination.
17	Hill languages of Assam	<i>Officers serving in Assam may be examined under orders of Local Government in (1) Naga, (2) Abor, Miri, Duffla, (3) Angami or Jengtiyah, (4) Aka, (5) Singpo, (6) Mishmi, (7) Kuki or Lushai, (8) Manipuri, (9) Garo including Kachari or Mech, (10) Khamph or Ahom, (11) Khasi or Synteng</i>	
18	Bengali . . .	First Monday in each quarter at Calcutta	Central Board . . .  Application to reach Central Board one month before examination.
19	Baluchi . . .	First Monday in April at Dera Ghazi Khan  Last Monday in April and 1st Monday in November at Quetta	(As for 10, L S)  Board (appointed by Agent to G G, Baluchistan) of 3 members, one of whom ordinarily should be a Baluch  Application to reach 1st Assistant to Agent to G G by 1st April and 1st October.
20	Brahui . . .	First Monday in May and last Monday in November at Quetta.	Committee (appointed by Agent to G G, Baluchistan) of a gazetted officer as President and two members, one of whom ordinarily should be a Brahui.  Application to reach Local Government one month before examination.
21	Burmese . . .	(As for 8 Elementary	Standard)
22	Border language of Burma		<i>to exam and under orders of</i> <i>, and Nya</i> <i>Thayemyo,</i> <i>(d) The</i>

2. B.—Whenever the day or date laid down for an examination falls on a gazetted holiday (see definitions) the examination will be held on the next

# V. Examinations.

No	Text-books and tests	Marks,* etc
1	5	6
16	Vernacular MS. records <i>Tests</i> —(a) <i>word</i> translation of paper or English sentences; (c) conversation	As arranged by examiners
17	<i>Tests</i> .—As laid down in Chap. V, paras 40–43, of rules for examination of Asst Commrs Assam Gazette Notification No 4389 G., dated 28th April 1893.	
18	Text books Indira and Sansar. <i>Tests</i> —As for 16 H B	In order to pass a qualification of "fair" is required in (a), and "good" in the other subjects.
19	Dame's text book of the Baluchi language Hattu Ram's Baluchi Hama, translated by J. M. Donie <i>Tests</i> —(a) <i>Word</i> translation from text	Marks (a) 100, (b) 100, (c) 200, (d) 200, 50% each in (c) and (d), and 50% in the aggregate required to pass; 75% of the aggregate to pass with credit.  Papers will be set by board who will report result to Secretary, Punjab Government, in case of examinations at Dera Ghazi Khan, and to A. G. G., Baluchistan, in case of examinations at Quetta
20	<i>Tests</i> .—(a) Written translation in English or Urdu character, and <i>word</i> translation into English, of sentences spoken in Urdu; (b) written translation into Urdu, in English or Urdu character, of English sentences, (c) conversation.	As arranged by board, 50% in each subject required to pass; 75% to pass with credit.  Examinations will be conducted and determined by a local board and results communicated to A. G. G., Baluchistan
21	No text books. <i>Tests</i> —Reading MS. at sight and writing a translation thereof; (b) <i>word</i> translation of an English judgment or official paper; (c) conversation.	Marks (a) 36, (b) 24, (c) 60  To pass 50% in each and 1/3th of aggregate  To pass with credit " " " 1/3th "  To pass with great credit " " " 1/3th "
22	<i>Local Governments in any language or dialect in each of the following groups: (1) The Chin language (2) The Chin language as spoken on the border Hensada, Kyaukpau, or Sandoway districts (3) The Kham, Taungtha, Chimpaw dialect of the Kachin language (5) Manipuri</i>	

examination will be held on the same day of the following week; if this day is also a gazetted holiday, the working day thereafter.

Appendix  
Oriental Language

No.	Language.	When and where held	Board and application.
1	2	3	4
23	Chinese . . . .	First Monday in January and July at Madras and Bellary for the day in each month at Bangalore.	Central Board, or under their orders Application to reach Central Board, Madras, by 15th November and 15th May; and Central Board, Bombay, one month before examination
24	Gujarathi . . . .	First Monday in each month at Bombay	Central Board Application to reach Central Board by 15th of preceding month.
25	Hindustani . . . .	(As for 12, Lower Standard)	Standard)
26	Malayalam . . . .	First Monday in January and July at Madras and Calcutta	Central Board, or under their orders Application to reach Central Board, Madras, by 15th November and 15th May.
27	Marathi . . . .	(As for 24, Higher Standard)	Standard)
28	Persian . . . .	First Monday in each month and quarter at Calcutta and Bombay, respectively First Monday in January and July at Madras March and October at Lahore and Lucknow	Central Board . . . . Application to reach Central Board, Calcutta or Bombay, by 15th of preceding month, and Central Board, Madras, by 15th November and 15th May, Central Board, Calcutta. Application to reach Divisional staff office by 1st of preceding month.

# V. Examinations.

No	Text books & tests.	Marks, &c
I	G	G
23	Text books. Nihmatnakers, Katha Sangraha Part I, staves 1 to 2, and Katha Marjara (for both military and non military candidates) <i>Tests</i> —As for 16, H. 5	As arranged by board
24	Text books. Gujarathi 7th book (new series) and Karan Ghela (pp. 1—160) <i>Tests</i> —As for 16, H. 5, except that in (b) two passages of 3 "rent styles will be translated, one being written in the Halbadhi, the other in the running character	As arranged by board
25	Text books. A text book entitled "Kash-o-Khayaal" edited and published by Central Board, Calcutta, containing "From Sepoy to Subadar" and specimens of modern colloquial Urdu, e.g., Kasum-i-Hisat, Qasam-i-Had, Chahard Mirat ul Awar, Faras-i-Arad <i>Tests</i> —As for 16, H. 5, but adapted to the higher standard required	100 marks are allotted for each subject; minimum to pass (a) 60, (b) 60, (c) 80, (d) 60, (e) 60 Failure in one subject will entail re-examination in all subjects An unsuccessful candidate will not be re-examined within 3 months See I A F N 1806 for instructions to examining officers
26	Text books. Malayalam translation of Sinha's History of India. <i>Tests</i> —As for 16, H. 5	As arranged by board
27	Text books. Thagachi Jabani and Mr. K. N. Sane's annotated edition of Sohanee Pechwa's Bakhar <i>Tests</i> —As for 16, H. 5	As arranged by board
28	Text-books. A selection from the "Tarikh-i-Sasaniyan", a selection from the "Safar-nama-i-shahi Iran", "narrative of Mrs. Hortetstet," translated by Itimad us Soltana. These three selections bound in one volume entitled the "Hadqua-i-Famshat" <i>Tests</i> —(a) Construing with readiness and accuracy from the text books, (b) translating accurately and with correctness of idiom as to  the clearness of a printed book, nor yet in a very cramped or crabbed hand, but in such a manner as fairly and honestly to represent the written character; (d) read voce translation into Persian of a paper of English sentences, and conversing in the examiner's presence with a native of Persia, with fluency and with such correctness of pronunciation grammar and idiom as to be at once intelligible	As arranged by board

Appendix  
Oriental Language

No	Language	When and where held.	Board and application
1	2	3	4
29	Punjabi . . .	10th January and 10th July at Lahore Cantonment and Rawal Pindi	Station board of one civil officer acquainted with language, nominated by Punjab Government, and two Military officers who have passed H S Punjabi Application to reach Divisional office one month before examination Committees or Boards are appointed by the civil authorities named below— Central Committee of 5 members Local Committee at each place of 3 members
30	Pushtu . . .	First Monday in April, last Monday in October and following days at— (i) Peshawar . . . (ii) Chitral, (iii) Dehra Ismail Khan, (iv) Gilgit, (v) Lahore Cantonment (vi) Quetta . . .	Central Board of 3 members Application to be forwarded through usual channel to A G G and C Comr, N W Frontier Province, for (i) and (iii), to Resdt in Kashmir for (iv), to Comr of Lahore Divn, for (v), to Pol Agent for Dir Swat and Chitral, for (ii) and to A G G, Baluchistan, for (vi) Candidates must, as a rule, present themselves for examination at the place nearest to the station at which they are residing (As for S Elementary Standard)
31	Shan . . .	(As for S Elementary Standard)	Board appointed by Commissioner of Sind Applications to reach Comr a month before Examination
32	Sindhi . . .	First Monday in April and September, 2nd week in June and December	Central Board or under their orders Application to reach Central Board by 15th November and 15th May.
33	Tamil . . .	First Monday in January and July at Madras and Trichinopoly.	Central Board, or under their orders Application to reach Central Board by 15th November and 15th May.
34	Telugu . . .	First Monday in January and July at Madras, Vizagapatam and Bellary	Local committee convened by the Commissioner of Rajshahi Division Application to reach Bengal Government 2 months before June and December respectively
35	Tibetan . . .	Held at Darjeeling in June and December. Dates fixed by Commissioner of Rajshahi Division.	

## V.

## Examinations.

No	Text books and tests	Marks,* etc
1	5	6
29	Text book Dialogues of Pandit Sardha Ram, Sikhah-de Vithya, 1905 edition (omitting parts II and IV, Sections 19 and 20)  <i>Tests</i> .—As for 16 H S The Gurमुखi character will be used.	(As for 18, H S)  Board will set papers and send their report I A F. X 1857, with certificates (paras 493 and 496) to the S S O.
30	Text books Ganj Pakhtu and Tarikh Mahmud-i Ghaznavi, as given in the Kalid : Afghani  <i>Tests</i> .—First day (a) translating cited verse and with readiness a paper of conversational sentences; (b) conversing with a native of the country with fluency and such correctness of grammar, idiom, and pronunciation as to be  The local committee will examine in subjects (b) and (d) only In the case of a local committee, subject (c) will be taken down in Roman character by a member of the committee	100 marks are allotted for each subject Minimum to pass (a) 50, (b) 50, and 50% in the aggregate.  To pass with credit 65 marks in each subject and 300 in the aggregate  Papers will be set by Central Committee A local committee will fill in I A F X-1857 in respect of (b) and (d) and send it with (a) and (c) to the Presdt., Central Committee Peshawar, who will complete and send it (as also the names of the candidates passed by the Central Committee) and the certificates (paras 493 and 496) to Secy, C Comr, N.W. Frontier Province The Presdt., local committee will send I A F. X 1854 and certificates as above direct to Secy, A G O and Chief Comr, N W Frontier Province
31	(As for 14, Lower Standard)	
32	Text books Aesop's Fables, first five tales from Volume I of Mirza Kalich Beg's translation of Lamb's Tales from Shakespeare <i>Tests</i> .—As for 24, H S	As arranged by board
33	Text books Kathamanjari . . . . .	As arranged by board
34	Text books Telugu selections (omitting German verses) <i>Tests</i> .—As for 16 H S.	As arranged by board.
35	No text-books <i>Tests</i> .—(a) To converse freely with Tibetans, to understand, and to make himself understood by them (b) To write down sentences spoken in the language by a Tibetan, or a conversation held between two of them and to explain the sentences or the conversation correctly in English (c) To translate without assistance from English into Tibetan sentences not of a more difficult nature than those described in (b), such sentences to be of a kind as might be required to be used by an officer employed as an interpreter with troops in the field. The translation must be substantially correct and intelligible to a Tibetan (d) The writing prescribed in clauses (b) and (c) must be in the Tibetan character (e) To transliterate and translate (into English) a paper in the current written (not printed) form of character of the language	As arranged by the local committee Half the marks allotted to each branch of the examination and two thirds of the aggregate number required to pass  A candidate will be required to furnish with his application a certificate from his G O C that his character as an officer and the nature of his services are such as to make it likely that he will be employed on the staff or as an interpreter in the field

Examination will be held on the same day of the following week; if this day is also a gazetted holiday, the working day thereafter.



Appendix  
Oriental Language

No	Language	When and where held.	Board and application
1	2	3	4
29	Punjabi . . .	10th January and 10th July at Lahore Cantonment and Rawal Pindi	Station board of one civil officer acquainted with language, nominated by Punjab Government, and two Military officers who have passed H S Punjabi Application to reach Divisional office one month before examination
30	Pashtu . . .	First Monday in April, last Monday in October and following days at— (i) Peshawar . . . (ii) Chitral, (iii) Dera Ismail Khan, (iv) Gilgit, (v) Lahore Cantonment (vi) Quetta . . .	Committees or Boards are appointed by the civil authorities named below— Central Committee of 5 members Local Committee at each place of 3 members.  Central Board of 3 members Application to be forwarded through usual channel to A G G and C. Comr, N W Frontier Province, for (i) and (iii), to Resdt in Kashmir for (iv), to Comr of Lahore Divn, for (v), to Pol Agent for Dir, Swat and Chitral, for (ii) and to A G G, Baluchistan, for (vi) Candidates must, as a rule, present themselves for examination at the place nearest to the station at which they are residing
31	Shan . . .	(As for 8 Elementary Standard)	Board appointed by Commissioner of Sind Applications to reach Comr a month before Examination
32	Sindhi . . .	First Monday in April and September, 2nd week in June and December	Central Board or under their orders Application to reach Central Board by 15th November and 15th May.
33	Tamil . . .	First Monday in January and July at Madras and Trichinopoly.	Central Board, or under their orders Application to reach Central Board by 15th November and 15th May.
34	Telugu . . .	First Monday in January and July at Madras, Vizagapatam and Bellary	Local committee convened by the Commissioner of Rajshahi Division Application to reach Bengal Government 2 months before June and December respectively
35	Tibetan . . .	Held at Darjeeling, in June and December Dates fixed by Commissioner of Rajshahi Division.	

**V.**

### Examinations.

No	Text books and tests.	Marks,* etc
1	5	6
29	Text book. Dialogue of Pandit Sardha Ram. Sikhan-de-Vithya. 1905 edition (omitting parts II and IV, Sections 19 and 20).  Tests.—As for 16 II S The Gurmukhi character will be used.	(As for 18, II. S)  Board will set papers and send their report, I A F. X 1857, with certificate (paras 493 and 496) to the S. S. O.
30	Text books Ganj-i-Pakhtu and Tarikh Mahmud-i-Ghaznavi, as given in the Kalid i Afghani  Tests.—First day (a) translating word cards and with readiness a paper of conversational sentences; (b) conversing with a native of the country with fluency and such correctness of grammar, idiom, and pronunciation as to be  The local committee will examine in subjects (b) and (d) only in the case of a local committee, subject (c) will be taken down in Roman character by a member of the committee	100 marks are allotted for each subject. Minimum to pass (a) 50, (b) 50, and 50% in the aggregate.  To pass with credit; 65 marks in each subject and 300 in the aggregate  Papers will be set by Central Committee A local committee will fill in I A F X-1857 in respect of (b) and (d) and send it with (a) and (c) to the Presdt, Central Committee Peshawar, who will complete and send it (as also the names of the candidates passed by  Chief Comr, N.W. Frontier Province
31	(As for 14, Lower Standard.)	
32	Text books Esop's Fables, first five tales from Volume I of Mirza Kalich Beg's translation of Lamb's Tales from Shakespeare  Tests.—As for 24, II S	As arranged by board
33	Text books Kathamanjari  Tests.—As for 16, II. S.	As arranged by board
34	Text books Telegu selections (omitting Verman verses)  Tests.—As for 16 H. S.	As arranged by board.
35	No text-books Tests.—(a) To converse freely with Tibetans, to understand, and to make himself understood by them (b) To write down sentences spoken in the language by Tibetans  be used by an officer employed as an interpreter with troops in the field. The translation must be substantially correct and intelligible to a Tibetan N.B.—The writing prescribed in clauses (b) and (c) must be in the Tibetan character. (d) To transliterate and translate (into English) a paper in the current written (not printed) form of character of the language	As assigned by the local committee Half the marks allotted to each branch of the examination and two thirds of the aggregate number required to pass

examination will be held on the same day of the following week; if this day is also a garanteed holiday, the working day thereafter.

Appendix  
Oriental Language

No	Language.	When and where held	Board and application
1	2	3	4
36	Urdu . . . .	First Monday in January and July at Vizagapatam.	Under orders of Central Board, Madras  Application to reach Central Board by 15th November and 15th May  <b>PROFICIENCY</b>
37	Urdu . . . .	First Monday in each quarter at Calcutta, Bombay and Madras  In March and October at Lahore and Lucknow.	Central Board . . . . Application as for 12, L S . . .  Application to reach the Lahore or Lucknow Divisional Office, six weeks, and Central Board, Calcutta one month before date of examination  <b>HIGH PROFICIENCY.</b>
38	Arabic . . . .	First Monday in each quarter at Calcutta and Bombay	Central Board . . . . Application to reach Central Board 3 months before date of examination

N.B.—Whenever the day or date laid down for an examination falls on a gazetted holiday (see definitions) the examination will be held on the next

# V. Examinations.

No	Text books and tests	Marks & etc
1	5	6
36	Text books <i>Hitopadesha</i> , <i>Bhamini</i> , by Babu Sankar Roy  <i>Tests</i> —As for 16 H S	As arranged by board.
37	Text book <i>Kalam</i> : Urdu and also from unknown books or newspapers suitable to the standard  <i>Tests</i> —(a) Written translation from English into Urdu, (b) written translation into English of passages from text book, (c) an essay paper in grammar; (d) reading and translating an Urdu MS of moderate difficulty; (e) conversation, including a paper of short idiomatic sentences in English, to be translated into Urdu orally at sight.	Marks (a), (b), (c) (d), 100 each and (e) 200 35% in each of (a), (b), (c) and (d); 6% in (e), and 60% in aggregate required to pass  The examination will be of a searching nature, the tests, both oral and written, must be performed with such excellence as to indicate real proficiency
38	Text book, <i>Nafhat ul-Yaman</i> Selections Ali Fala  <i>Tests</i> —(a) Translating <i>word voce</i> with readiness and accuracy from the prescribed text books, and answering questions arising out of the passages in which the candidate is examined; (b) written translation into English of a previously unseen passage in narrative style, selected from the current literature of the day;  [Note.—The passages set for translation into English will not necessarily be in narrative style] (c) written translation, with accuracy of sense and closeness of expression into Arabic  tion when completed upon its being read out to him by the examiner the time occupied in this exercise will be taken into account in according marks, (h) a paper of grammatical questions  N B—All translations into Arabic should be marked with vowel points	Marks (a) 150, (b) 100, (c) 100, (d) 100, (e) 150, (f) 150, (g) 150, (h) 100  35% in subjects (a), (b), (c), (d), (f), (g) (h), 60% in (e), and 60% in aggregate required to pass

examination will be held on the same day of the following week; if this day is also a gazetted holiday, the working day thereafter

Appendix  
Oriental Language

No	Language.	When and where held	Board and application
1	2	3	4
39	Bengali . . .	First Monday in each quarter at Calcutta	As for 38, H P .
40	Canarése . . .	First Monday in January and July at Madras	(As for 38 H P ).
41	Hindi . . .	As for 39, High	Proficiency
42	Persian . . .	First Monday in each quarter at Calcutta and Bombay. First Monday in January and July at Madras In March and September or October at Lahore and Lucknow	(As for 38 H P )  Central Board Application to reach the Divisional Staff Office 2 months and Central Board, Calcutta 2 weeks respectively, before date of examination
43	Tamil . . .	(As for 40, High	Proficiency )
44	Telugu . . .	(As for 40, High	Proficiency )

*N B*—Whenever the day or date laid down for an examination falls on a gazetted holiday (see definitions) the examination will be held on the next

# V. Examinations.

No	Text books and tests.	Marks,* etc
1	5	6
39	Text books Sitaharana by Joy Gopal Goswami, Sakuntala and Sitar Banabasa by Iswar Chandra Bulyassagar, Bijoy Ballabb by Gopi Mohan Ghosh  <i>Tests.</i> —As for 38, H P, excepting the note under (b)	As for 38, H P.
40	Text books Panchatantram and first 3 Sandhis of Uddyoga Parva of the Canarese Mahabharata  <i>Tests.</i> —As for 38 H P, omitting (g) and (d).	As for 38, H P.
41	Text books Raj Nati, Prem Sagar (B. of Examiner's Edition, Calcutta) Ramayana, Book II  <i>Tests</i> —As for 38 H P, excepting note under (b)	As for 38, H P.
42	Books recommended for guidance of candidates—  <i>Prose</i> Gulistan, Siyahat Nama i Ibrahim Beg Haji Baba Isfahani, Asir i Ajam, Autobiography of Amir Abdul Rahman Malcolm's History of Persia (Mirza Haurat) Mukalama i Saiyyat i Iran <i>Poetry</i> Diwan i Andalib (official edition), Diwan i Sarkhusb (official edition) <i>Newspapers</i> Ittifa Iran  <i>Tests</i> —As for 38, H P (a) except that in (a) half the passages for translation will be selected from the listed works and half from works of a similar standard of difficulty, (b) the passages set for translation from Persian into English will not necessarily be in narrative style; (c) the conversation may be with a native of Shiraz, Teheran or Gilan	As for 38, H P.
43	Text books Panchatantram, first 3 books Vetrada Parvam (prose)  <i>Tests</i> —As for 40, H P	As for 38, H P.
44	Text-books Panchatantram and Vemana verses contained in Telugu selections  <i>Tests</i> —As for 40, H P	As for 38, H P.

examination will be held on the same day of the following week; if this day is also a gazetted holiday, the working day thereafter

Appendix  
Oriental Language

No	Language	When and where held.	Board and application
1	2	3	4
45	Urdu . . . .	First Monday in each quarter at Calcutta, Madras and Bombay In March and October at Lahore and Lucknow	(As for 38, H P) . . . Application to reach Central Board, Calcutta, through Divisional staff office, 3 months before date of examination
46	Urdu . . . .	(As for 36, H S)	Under orders of Central Board, Madras Application to reach Central Board 3 months before date of examination DEGREE OF HONOUR
47	Arabic . . . .	(As for 38, High	Proficiency)
48	Bengali . . . .	(As for 39, High	Proficiency)
49	Urdu . . . .	(As for 39, High	Proficiency)

As for 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

# V. Examinations.

No	Text books and tests	Marks,* etc.
1	5	6
45	Text books Ikhwanu's Sifa, Durbar : Albari by Sams ul Ula on Azad of Delhi, second edition (pages 1 to 78), Arush : Alahfi, Masna' wiyat of Sauda  Tests—As for 38, H P	As for 38, H P.
46	Text books Hitopadesha Ubasini by Babu Sankar Roy, Ramayana, Sundara Kanda  Tests—As for 38, H P	As for 38, H P.
47	Text books Hamisah (first 2 books, pages 1—109), Timur Nama; Makamat-i-Haris; to end of 20th Saba Mulakat  Tests—(a) A written examination in the prescribed books, the papers set in which will include questions in grammar (including philology and prosody); (b) written translation into English of difficult unseen passages in prose, to be selected from the current literature of the day; (c) written translation into English of difficult unseen passages in verse; (d) translating a difficult passage (or passages) in English with such accuracy, elegance and idiomatic excellence as shall show eminent proficiency in the language; (e) exercising with accuracy and fluency; (f) reading and translating at sight a difficult MS.; (g) et cetera translation at sight into the language of a paper in English placed before the candidate; this translation, as it is made, will be written by a munshi as dictated by the candidate, who will be permitted to correct the translation when completed upon its being read out to him by the examiner; the time occupied in this exercise will be taken into account in awarding marks.  (NOTE.—All translations should be made with the vowel points.)	Marks as assigned by examiners 60 % in each subject and 80 % in aggregate required to pass; 45 % in each subject and 60 % in aggregate entitles a candidate to travelling expenses
48	Text books Malabhar's translation by Kasi Das (Books I to III), Itanbari Allal Gharer Dulal by Babu Puri Chand Mitter, Rajah's Khandala, by Babu Bankim Chandra Chatterjee  Tests—As for 47, D of II	(As for 47, i)
49	Text books Satnaya of Behari Das with commentary of Sri Lalla Lal, Sabha Billas, Irawara of Tujis Das.  Tests—As for 47, D of II	(As for 47)

\* As for 47, D of II is held on the same day of the following day thereof.



Appendix  
Oriental Language

No	Language	When and where held.	Board and application.
1	2	3	4
50	Persian . . . .	(As for SS, High)	Proficiency )
51	Urdu . . . .	In March and October at Lahore and Lucknow	Application to reach the Lahore or Lucknow Divisional Staff Office 45 months and Central Board Certificate 3 months before date of examination.

N.B.—Whenever the day or date laid down for an examination falls on a gazetted holiday (see 2nd column) the examination will be held on the next

## V.

## Examinations.

No	Text books and tests.	Marks,* etc
1	2	3
50	<p>The Degree of Honour test in Persian will comprise the whole range of the language and a knowledge of the classical as well as of the modern language will be demanded of the candidate.</p> <p>The following works are recommended for study:—</p> <p><i>Prose</i> Nasikh-i Tawarikh, Vols. I and II; Miraj-us-Sadat; Safar-i Mami; Shah-i Iran; Akhlaq-i Jalali; Shamsa wa-Qabqaba; Durra-i Nadra; Wajayi-Nimat; Akbar-i Ali; Akbar Nama. <i>Poetry</i> Durr-i Haft; Qasid Qasbi; Shah Nama; Muntakhab-i Shai-bani. <i>Prose and Rhetoric</i> Hadaqu-i Balaghah; Ibtidaiyat-i Farsi; Farsi-i Matn.</p> <p>A B—Half the passages for translation will be selected from the listed works and half from works of a similar standard of difficulty.</p>	(As for 47, D of II)
51	<p>Text-books. Taubatu'l-Nasrah; Nazm-i Muntakhab; Kulliyat of Saadi, Urdu; Munia of Ghali.</p> <p>Tests.—As for 47, D of II</p>	(As for 47, D of II)

examination will be held on the same day of the following week; if this day is also a gazetted holiday, the working day thereafter.

## Appendix VII.

(Referred to in paragraph 950.)

### Ordinary Transport Certificates.

#### Transport training courses

1 The course of instruction will last six weeks and will consist of the following —

*Part I*—Practical training by the Instructor

*For British and Indian officers, N. O Os. and men.*

*Part II*—Theoretical training. Lectures by the Instructor

#### *For British officers only*

The details of the syllabus of instruction, the conduct of examinations and other subsidiary matters will be arranged under the orders of the Q M G in India

2 British officers except those who have served on the transport staff in the field will undergo a further period of practical training with troops, under command of the O C Troops in movement as follows —

(i) As transport officer with troops moving in relief. Period of training 7 days, of two marches of 3 to 5 days. At the conclusion of this training a report in the form of a diary will be submitted by the officer to the Divisional Transport Officer, through the O C unit with which the training is carried out, on the following lines —

(a) Nature of transport with which the unit is equipped

(b) Nature and quantity of grain and fodder rations issued daily, their source of supply and, if by purchase, the rate paid

(c) Space occupied by the transport on the march and in camp and method of laying out camp

(d) Daily programme and hours of feeding, watering and grooming

(e) Loads carried, with brief remarks on how loading was carried out by troops, time taken to load and move off any injuries traceable to bad loading and so on

(f) Number of sick and injured animals, with treatment given and cause of injuries

marks showing  
lying grounds

(ii) At the conclusion of the training a full set of command accounts will be submitted, which must be kept up by the officer himself, with the report outlined above

(iii) The O C the unit marching will report on the officer as regards his tact, temper in dealing with the men under him, his usefulness and ability, so far as can be judged, as a transport officer, and any other points affecting him on which he may wish to remark

The D T O will criticise in general terms the report submitted, and the O C the transport unit to whom the command accounts will be forwarded for review and inclusion in the corps accounts, will report as regards their correctness and completion.

3 Divl Comdrs (Bde Comdrs in Indt Bdes) will issue certificates to the o who qualify, and their names will be published in Divl (or Bde) orders, and (in the case of officers) in the Army List. Nominal rolls of officers and others who qualify will be kept up by D T. Os in each Divn. These certificates qualify the holders for duty with animals in the field and in the case of British soldiers, for general transport duties at a Base or on the Lines of Communication. Passing a veterinary course, or in native languages, in the case of a British soldier, will give preferential claim to selection for transport employment in the field

*Extra Transport Certificates*

4 All British officers, and such Indian officers and N-C Os. as the D. T O may select, may go through one month's further training with a camel unit, if they desire to do so and if no extra expense is caused to the state. At the conclusion of the month's training they will undergo:—

(i) A written examination; but for Indian ranks unacquainted with English, this will be read rote instead of written.

(ii) A practical examination. The details will be arranged by Q. M. G's orders as in the case of the examination for ordinary transport certificates.

**Appendix VIII.****Rules for filling vacancies in departmental clerical establishments.**

These rules apply to the following establishments:—  
The Secretariat, the Public Works Department, the Forest Department, the Land Revenue Department, the Education Department, the Public Health Department, the Police Department, the Fire Department, the Municipal Corporation, the District Board, the District Board of Health, and the District Board of Education.

(i) The clerical service will be divided into an upper and a lower division, the former comprising all appointments the pay or minimum pay of which is Rs200 or upwards, the latter all appointments, other than those of copyists, the pay of which is below that sum.

(ii) The minimum pay for a clerk in the lower division shall be Rs100 a month. The minimum pay for a clerk in the upper division shall be Rs200 a month. A clerk in the lower division must be of good moral character. A nomination vacancy may be filled by appointment to any grade (not above that in which the vacancy occurs) the minimum pay of which does not exceed Rs100 a month.

(iii) If no clerk in the lower division of an office is considered fit for promotion, a vacancy in the upper division will be filled departmentally by nomination.

(iv) A vacancy in the lower division reserved for a clerk who has passed the competitive examination may, if no qualified candidate is available, be filled departmentally by nomination.

(v) All clerks on appointment to the service will be on probation for twelve months. They are liable to discharge at any time during this period if found unsatisfactory.

**Appendix IX.**

(Referred to in para 22)

**Procedure in cases of civil offences committed by persons subject to military law.****Persons subject to the A. A.**

In cases of civil offences committed by persons subject to military law, the following procedure shall be followed:—

(1) Where a person subject to military law is brought before a magistrate and charged with an offence for which he is liable, under the A. A., section 41, to be tried by a court-martial, such magistrate shall not proceed to try such person, or to issue orders for his trial.

by a jury, or to inquire with a view to his commitment for trial by the court of session or the high court for any offence triable by such court, unless—

(a) he is of opinion, for reasons to be recorded, that he should so proceed without being moved thereto by competent military authority;

or

(b) he is moved thereto by such authority.

(2) Before proceeding under rule (1), clause (a), the magistrate shall give notice to the O. C. of the accused, and until the expiry of a period of five days from the date of service of such notice, he shall not:—

(a) acquit or convict the accused under sections 243, 245, 247 or 248 of the code of criminal procedure, 1898, or hear him in his defence under section 214;

or

(b) frame in writing a charge against the accused under section 254;

or

(c) make an order committing the accused for trial by the high court of session under section 213 or 214

or

(d) issue orders under section 451, sub-section (2), for the trial of the accused by jury.

(3) Where within the period of five days mentioned in rule (2) or at any time thereafter

(4) Where a magistrate has been moved by competent military authority under rule (1), the authority specified in the said section.

(5) Where an order is made by the magistrate under rule (3) or he is accused, or other effectual him, the magistrate shall report

(a) In cases occurring in the province of Madras or Bombay, to the local government.

(b) In all other cases, through the local government to the G. G. in Council.

#### Persons subject to the I. A. A.

1. An offence committed against the person or property of a civilian cannot as a rule be tried by court-martial.

2. Offences under the I. A. A., sections 27 (d), 35 (a), (b), 39 (b), (d), 41 and 42, as well as most offences under section 31, can be tried by a court-martial or a civil court.

3. The procedure in a case where there is dual jurisdiction is laid down in I. A. A. — sections 69 and 70; the 'prescribed military authority' being the O. C. the station, Bde. Comdr. Divl. or Army Comdr.

If the offender is in <sup>military</sup><sub>civil</sub> custody the <sup>O. C. the corps</sup><sub>magistrate</sub> will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted: but in those cases falling under I. A. A., sections 41 and 42, in which death has resulted, the decision shall rest with the Divl. or Army Comdr.

4. For offences under pars. 2 it is usually advisable to try the offender by court-martial: where, however, the offence is a theft of government property in which civilians may be implicated, it may be expedient to have recourse to a civil court.

#### Defence of Soldiers charged with Criminal Offences.

The following are the rules for the defence of British and Indian soldiers charged with criminal offences, and prosecuted by government in civil courts—

(1) When soldiers are to be tried by a civil court upon any criminal charge, the Bde. Comdr. should consult the district magistrate, and arrange with him for the selection and remuneration of a pleader, advocate, or barrister, as the importance and necessities of the case may require.

or barrister is (a) Court, or (b) R50  
accounts include expenses of every description which counsel may incur

(3) The Bde Comdr is only to appoint a pleader, advocate or barrister in cases where he thinks it desirable. The amount to be paid to counsel must be definitely settled beforehand subject to the maxima above. If suitable counsel cannot be obtained for the remuneration admissible under these rules, the case should be reported to superior authority with a view to the orders of government being obtained thereon.

(4) When counsel is rightly provided for the defence of a soldier at the first trial in a civil court, counsel can also be provided when considered necessary on appeal, subject to the limitations laid down in rules (2) and (3).

(5) (a) The term 'soldiers' in (1) includes British regimental warrant and non-commissioned officers and privates and army reservists up for training or called out for service, it also includes Indian regimental N C Os and privates, and regimental reservists up for training or called out for service.

(b) It does not include British officers, departmental warrant officers (including Assistant Surgeons) departmental N C Os and privates, and army reservists not up for training and not called out for service, nor does it include Indian officers, warrant officers (including Sub-Assistant Surgeons), regimental N C Os and privates when on leave all non-regimental non-commissioned officers and privates whether on leave or not, and all non-regimental reservists, regimental reservists not up for training and not called out for service departmental and regimental followers, or any classes beyond those specified in clause (a).

(c) Any special case not falling within the terms of clause (a) may be reported to superior authority with a view to the orders of government being obtained thereon.

### Appendix X.

(Referred to in paras 808-821)

#### Preliminary examinations for departmental employ.

##### J. A. G.'s Department

Where held	When	Board.	Application.	Books and subjects of examination	Remarks.
Northern and Southern Army Hd Qrs. (usually)	2nd Monday in January and July.	Appointed by Army Comdr Consists of D J A. G and two field officers	To reach J A G by 1st Dec and 1st June	A A and R P; I A A and Rules; K R; R V A II I Vol II; Criminal law of England, English and Indian law of evidence, I P Code Tests (a) viva voce examination by the board on the books of regulations Framing a charge for a G C Martial and recording the proceedings; reviewing the proceedings of a minor court martial (b) Paper of questions on the books and subjects (No books are allowed at the examination)	(b) will be set by the J A G The report of the board on (a) and the candidate's replies to (b) will be sent to the J A G

An officer will not be allowed to present himself more than twice for examination

##### Cantonment Magistrates' Department

##### Tests

(a) *With books* The Indian Penal Code The Code of Criminal Procedure The Indian Evidence Act The Mofussil Small Cause Courts Act The chapters and sections of the Code of Civil Procedure mentioned in the first schedule of Act X of 1888 The Police Act

(b) *Without books* The Cantonments Act and Rules

The examination will be carried out under the orders of the local government. A candidate must present himself for examination in the province in which he is serving at the time

**Appendix XI.**  
(Referred to in para 763.)

**Table of Ordnance Establishments on which stations are dependent.**

*Note.*—Civil and military police and jails are ordinarily dependent upon the nearest arsenal for arms and ammunition; "nearest" being taken to mean that from which the transit charges will be least.

Rawal Pindi Arsenal.	Ferozepore Arsenal.	Allahabad Arsenal and Fort William Depôt.
<b>1st (Peshawar) Division—</b> All stations <b>2nd (Rawal Pindi) Division—</b> All stations <b>Kohat Brigade—</b> All stations <b>Bannu Brigade—</b> All stations <b>Derafat Brigade—</b> All stations <b>I. S. Troops—</b> Kashmir <b>Militia and Levies—</b> Chitral, Swat, Dir, and Gilgit Levies Khyber and Samana Rifles Kurram and Northern Waziristan Militia, Chitral Scouts	<b>3rd (Lahore) Division—</b> All stations <b>7th (Meerut) Division—</b> All stations <b>I. S. Troops—</b> Bhawalpur, Faridkot, Jhina, Kapurthala, Maler kotla, Nabha, Nahan (Sirmur), Patiala and Tehri (Garhwal) <b>Militia and Levies—</b> Baluch and Bhuttan Levies Southern Waziristan Militia	<b>8th (Lucknow) Division—</b> All stations <b>Nepal Escort.</b> <b>I. S. Troops—</b> Rampur

**SOUTHERN ARMY.**

Quetta Arsenal and Karachi Depôt.	Kirkee Arsenal.	Madras Arsenal.	Rangoon Arsenal.
<b>4th (Quetta) Division—</b> All stations <b>I. S. Troops—</b> Khairpur <b>Militia Levies—</b> Zhob Levy Corps Chagai, Kalat, Mekran, Quetta Cavalry, Zhob and Civil Levies	<b>5th (Mhow) Division—</b> All stations <b>6th (Poona) Division—</b> All stations <b>Aden Brigade—</b> All stations <b>I. S. Troops—</b> Bharatpur, Bhopal, Bikanir, Gwalior, Indore, Jodhpur, Jaipur, Jammagar, Bhavnagar, Junagad, Navanagar, Ulwar, Jajnara, Rutlam.	<b>9th (Secunderabad) Division—</b> All stations <b>I. S. Troops—</b> Hyderabad, Mysore	<b>Burma Division—</b> All stations

For the supply of small arm ammunition alone, stations will be dependent as shewn below.—

Agra Depôt	Fort William Depôt	Karachi Depôt
<b>7th (Meerut) Division. All stations.</b> <b>5th (Mhow) Division, Nasirabad, Ajmer, Deoli, Jhansi, Goona, Nongong.</b> Imperial Service Troops Tehri (Garhwal), Bharatpur, Bikanir, Gwalior (Jodhpur), Jaipur, Rampur, Ulwar	<b>8th (Lucknow) Division</b> <b>Presidency Brigade. All stations</b> <b>Assam Province. All stations.</b>	<b>4th (Quetta) Division.</b> Karachi Brigade All stations Imperial Service Troops. Khairpur

## Appendix VI-A.

(Referred to in para 175)

## Table of Arsenal or Depot Store charges, etc.

Each arsenal or depot consists of the following divisions which will be known by the symbols shown against each —

- I Office
- II Receipts and patterns
- III Issues and Indents
- IV General
- V A Armoury — Weapon Sections A B and C
- V B Barrack and Hospital Stores — Sections 8, C and D, 11, 12, 13, 28, 29 and Balloon and tube stores
- V C Camp Equipment — Section 2-A
- V D Tools — Sections 2-B and 7
- V E Magazines — Sections 22, 23, 24 and 25
- V F Field Artillery — Sections 14, 16-A, 17-B and 18 B
- V G Garrison Artillery — Sections 8-A and B, 15 A and B, 17-A 18-A, 19, 20 and 21 A
- V H Accoutrements and harness and saddlery — Sections I, 5 and 6.
- V J Ironmongery — Sections 3, 4, 9, 10 and packages
- V K Ammunition — Sections 26 and 27
- V L Workshop store room — Sections 16-B and 21 B.
- VI Unserviceable.
- VII Laboratory
- VIII Work yard.
- IX Armoury workshops

## Appendix XII.

(Referred to in para. 503)

## Marking of Equipment.

## A.—Details of corps markings of equipment.

Stores.	How carried out.	Details of marking
Arms . . . .	Regimentally . . . .	See "Instructions for Armourers."
Accoutrements . . . .	Regimentally, from column-gent allowance	To correspond with arms Buff leather and web accoutrements also mess tin covers with black marking ink, other leather with iron stamps
Bags, kit, British . . . .	Regimentally at cost of state	With white paint. Corps mark, number of soldier's arms, year of issue*
Bags sec, kit . . . .	Regimentally at cost of soldier	Corps mark, soldier's number, name, and destination
Harness and saddlery . . . .	Regimentally . . . .	Squadron letter (battery number) and serial number of set.
Musical instruments . . . .	Regimentally . . . .	Engraved, or stamped with small arms stamps Corps mark above, and serial number below a line.
Tents . . . .	Regimentally . . . .	3 inch stencils used. Serial number of tent just below arsenal date of issue mark
Tents, collectahs . . . .	Regimentally . . . .	3 inch stencils used. Serial number of tents and corps mark.
Tins, mess . . . .	Regimentally . . . .	Engraved, or stamped with "stamps steel, for metal" $\frac{1}{4}$ inch, or $\frac{1}{8}$ inch, according to whichever is authorised for the unit concerned.
		<i>Mounted Services</i>
		Lid . . . . . on the rim.
		Body . . . . . on the top edge



**Appendix XI.**  
(Referred to in para. 763.)

**Table of Ordnance Establishments on which stations are dependent.**

*Note*—Civil and military police and jails are ordinarily dependent upon the nearest arsenal for arms and

Rawal Pindl Arsenal.	Ferozepore Arsenal.	Allahabad Arsenal and Fort William Depôt.
<b>1st (Peshawar) Division—</b> All stations <b>2nd (Rawal Pindl) Division—</b> All stations <b>Kohat Brigade—</b> All stations <b>Hannu Brigade—</b> All stations <b>Derajat Brigade—</b> All stations <b>I. S. Troops—</b> Kashmir <b>Militia and Levies—</b> Chitral, Swat, Dir, and Gilgit Levies Khyber and Samana Rifles Kurram and Northern Waziristan Militia, Chitral Scouts	<b>3rd (Lahore) Division—</b> All stations <b>7th (Meerut) Division—</b> All stations. <b>I. S. Troops—</b> Bhawalpur, Faridkot, Jhind, Kapurthala, Maler kotla, Nabha, Nahan (Sirmur), Patiala and Tehri (Garhwal) <b>Militia and Levies—</b> Baluch and Bhittani Levies Southern Waziristan Militia	<b>8th (Lucknow) Division—</b> All stations <b>Nepal Escort.</b> <b>I. S. Troops—</b> Rampur

**SOUTHERN ARMY.**

Quetta Arsenal and Karachi Depôt.	Kirkee Arsenal.	Madras Arsenal.	Rangoon Arsenal.
<b>4th (Quetta) Division—</b> All stations <b>I. S. Troops—</b> Khaipur, <b>Militia Levies—</b> Zhob Levy Corps Chagai, Kulat, Mekran, Quetta Lechn, Zhob and Civil Levies	<b>5th (Mhow) Division—</b> All stations <b>6th (Poona) Division—</b> All stations <b>Aden Brigade—</b> All stations <b>I. S. Troops—</b> Bharatpur, Bhopal, Bikanir, Gwahor, Indore, Jodhpur, Jaipur, Jamnagar, Bhavnagar, Junagad, Navanagar, Ulwar, Janjira, Rutlam.	<b>9th (Secunderabad) Division—</b> All stations <b>I. S. Troops—</b> Hyderabad, Mysore	<b>Durma Division—</b> All stations

For the supply of small arm ammunition alone, stations will be dependent as shown below .—

Agra Depôt	Fort William Depôt	Karachi Depôt
<b>7th (Meerut) Division.</b> All stations . <b>5th (Mhow) Division.</b> Nasirabad, Ajmer, Deoli, Jhansi, Goona, Nongong. <b>Imperial Service Troops</b> Telai (Garhwal), Bharatpur, Bikanir, Gwahor (Jodhpur), Jaipur, Uwar	<b>8th (Lucknow) Division</b> Presidency Brigade All stations <b>Assam Province.</b> All stations.	<b>11th (Quetta) Division.</b> Karachi Brigade All stations <b>Imperial Service</b> <b>Troops.</b> Khaipur

## Appendix VI-A.

(Referred to in para 178)

## Table of Arsenal or Depot Store charges, etc.

Each arsenal or depot consists of the following divisions which will be known by the symbols shown against each —

- I Office
- II Receipts and patterns
- III Issues and Indents
- IV General
- V A Armoury —Wooden Sections A B and C
- V B Barrack and Hospital Stores —Sections 8, C and D, 11, 12, 13, 28, 29 and Balloon and tube stores
- V C Camp Equipment —Section 2 A
- V D Tools —Sections 2 B and 7
- V E Magazines —Sections 22, 23 24 and 25
- V F Field Artillery —Sections 14, 16 A, 17-B and 18-B
- V G Garrison Artillery —Sections 8-A and B, 16 A and B 17 A 18 A, 19, 20 and 21 A
- V H Accoutrements and harness and saddlery —Sections 1, 5 and 6
- V J Ironmongery —Sections 3, 4, 9, 10 and packages
- V K Ammunition —Sections 26 and 27
- V L Workshop store room —Sections 16 B and 21 B
- VI Unservicable
- VII Laboratory
- VIII Work yard
- IX Armoury workshops

## Appendix VII.

(Referred to in para 803)

## Marking of Equipment.

## A—Details of corps markings of equipment.

Stores.	How carried out	Details of marking
Arms . . . .	Regimentally . . . .	See 'Instructions for Armourers'
Accoutrements . . . .	Regimentally, from column gent allowance	To correspond with arms Buff leather and web accoutrements also mess tin covers with black marking ink, other leather with iron stamps
Bags, kit, British . . . .	Regimentally at cost of state	With white paint. Corps mark, number of soldier's arms, year of issue.*
Bags sea, kit . . . .	Regimentally at cost of sold or	Corps mark, soldier's number, name, and destination
Harness and saddlery . . . .	Regimentally . . . .	Squadron letter (battery number) and serial number of set.
Musical instruments . . . .	Regimentally . . . .	Engraved or stamped with small arms stamps Corps mark above, and serial number below a line
Tents . . . .	Regimentally . . . .	3 inch stencils used Serial number of tent just below arsenal date of issue mark
Tents collectable . . . .	Regimentally . . . .	3 inch stencils used Serial number of tents and corps mark
Tins, mess . . . .	Regimentally . . . .	Engraved, or stamped with 'stamps steel, for metal' $\frac{1}{4}$ inch or $\frac{3}{8}$ inch, according to whichever is authorised for the unit concerned

## Mounted Services

- Lid . . . . on the rim.
- Body . . . . on the top edge

\*Example of marking tags kit B tea . . . .  $\frac{4 D G}{145}$  . . . .  $\frac{2 Sec}{93}$   
 $\frac{24}{191}$

Stores	How carried out	Details of marking
		<i>Dismounted Services</i>
		Lid . . . . . Centre of the back.
		Body . . . . . Back of the rim
		Tins should be well supported by a smooth surface during the process of marking
		Judgment must be used in delivering the blows so as not to cut the metal through
G S sulketahs . . . . .	Regimentally, at cost of state	With black paint Numbers of the two men to whom allotted, letter of the company and corps mark
Water bottles and straps . . . . .	Regimentally . . . . .	As for accoutrements Bottles marked with white paint using $\frac{1}{2}$ inch copper inlaid stamps, straps with marking ink
Whistle . . . . .	Regimentally . . . . .	Stamped with small arms stamps Corps mark on one side of the acorn and serial number on the other

B.—Abbreviated titles of corps, etc., to be used in marking small arms, regimental equipment, clothing and necessaries

Corps	Abbreviated title	Corps	Abbreviated title
	No of regt, followed by	BRITISH INFANTRY REGIMENTS	The unit number, followed by
BRITISH CAVALRY—	D G	—contd	
Dragoon Guards . . . . .	D	Norfolk . . . . .	Nk
Dragoons . . . . .	L	Lincolnshire . . . . .	Lan
Lancers . . . . .	H	Devonshire . . . . .	Dvn
Hussars . . . . .		Suffolk . . . . .	Sk.
AMMUNITION COLUMNS—	Letter of A.C followed by	Somersetshire Light Infantry . . . . .	St
R H. A. . . . .	R H A	West Yorkshire . . . . .	W. Y
	No of A C followed by	East Yorkshire . . . . .	E Y
R. F A . . . . .	R F A	Bedfordshire . . . . .	Bd
	Battery let and R	Leicestershire . . . . .	Leic.
Royal Horse Artillery† . . . . .	H A	Royal Irish . . . . .	R I
	Battery No and R F A	Yorkshire . . . . .	Yk
Royal Field Artillery† . . . . .	Battery No and Min R	Lancashire Fusiliers . . . . .	L F
Mountain Artillery† . . . . .	G A	Royal Scots Fusiliers . . . . .	S F.
	Company No and R G A	Cheshire . . . . .	Ch
Royal Garrison Artillery, including heavy field batteries	†B A S—3 with number of set below	Royal Welsh Fusiliers . . . . .	W F
Royal Artillery Staff . . . . .	†S S with number of set below	South Wales Borderers . . . . .	S W B
	The unit* number, followed by	King's Own Scottish Borderers . . . . .	K D S
BRITISH INFANTRY REGIMENTS—	R S	Scottish Rifles . . . . .	S R
Royal Scots . . . . .	W. Sr.	Royal Inniskilling Fusiliers . . . . .	In F.
Royal West Surrey . . . . .	F K	Gloucestershire . . . . .	Gr
East Kent . . . . .	Lsn	Worcestershire . . . . .	Wr.
Royal Lancaster . . . . .	N F.	East Lancashire . . . . .	F L
Northumberland Fusiliers . . . . .	Wk	East Surrey . . . . .	E Sr
Royal Warwickshire . . . . .	B F	Duke of Cornwall's L. I. . . . .	Cl
Royal Fusiliers . . . . .	Ll	West Riding . . . . .	W Rid
I Liverpool . . . . .		Border . . . . .	Br
		Royal Sussex . . . . .	Sx
		Hampshire . . . . .	Hts
		South Staffordshire . . . . .	S Stf
		Dorsetshire . . . . .	Dt.
		South Lancashire . . . . .	S L
		Welsh . . . . .	Wel
		Royal Highlanders . . . . .	R H
		Oxfordshire L. I. . . . .	Ox
		Essex . . . . .	Ex
		Derbyshire . . . . .	Dy
		Loyal North Lancashire . . . . .	N L.
		Northamptonshire . . . . .	Nn

\* The meaning of the term "unit" is as defined in the definitions page (III) except that in the case of sappers and miners it means a corps and, in the case of an Indian Infantry corps having more than one battalion, the corps and the battalions.

† Artillery and ordnance department before issue

Corps	Abbreviated title	Corps	Abbreviated title
BRITISH INFANTRY REGTS— (concd)	The unit <sup>o</sup> number, fol- lowed by	SAPPHERS AND MINERS—	The unit <sup>o</sup> number, fol- lowed by S M.
Royal Berkshire . . .	Brk		
Royal West Kent . . .	W Kt		
Yorkshire L I . . .	Y L I		
Shropshire L I . . .	Sh		
Middlesex . . .	Mx	INDIAN INFANTRY—	
King's Royal Rifle Corps .	K R R	Grenadiers . . .	Gr.
Wiltshire . . .	Wts	Light Infantry . . .	L I.
Manchester . . .	Man.	Pioneers . . .	Prs.
North Staffordshire . . .	N Stf	Baluchis and Brahmans . .	B
York and Lancaster . . .	Y and L	Dograe . . .	D
Durham L I . . .	Dm	Gorkha and Garhwal Rifles .	G R.
Highland L I . . .	H L I	Jats . . .	J
Seaforth Highlanders . . .	Sea	Mahrattas . . .	M
Gordon Highlanders . . .	Gor	Punjabis . . .	P.
Cameron Highlanders . . .	Cam	Rifles (except Gorkhas and Garhwal Rifles) and 4th	R.
Royal Irish Rifles . . .	R I R.	Rajpoots . . .	S
Royal Irish Fusiliers . . .	I F.	Sikhs . . .	S
Connacht Rangers . . .	Ct.	Guides Infantry . . .	C G I
Argyll and Sutherland High- landers . . .	A and S H	Resident's escort, Nepal . .	N. E.
Leinster . . .	I eln	All others . . .	J
Royal Munster Fusiliers . .	M F.		
Royal Dublin Fusiliers . .	D F.	MISCELLANEOUS—	
Rifle Brigade . . .	R B.	Grduance Department . . .	† O.
INDIAN CAVALRY—		Supply and Transport Corps .	† S T. C.
3rd Skinner's Horse . . .	S H	Medical Department . . .	† M
9th Hodson's Horse . . .	H. H	Military Works Services . .	† M W.
20th Deccan Horse . . .	D H.	Field Park . . .	† Fd Pk.
34th Poona Horse . . .	P H	Siege Park . . .	S Pk
35th Scinde Horse . . .	S H.	Siege Train . . .	S T.
30th Jacob's Horse . . .	J H	Station Hospital . . .	S Hpl
Central India Horse . . .	C I H	Field Hospital . . .	Fd. Hpl
Guides Cavalry . . .	C G C	General Hospital . . .	G Hpl
Body Guards . . .	B. G.	Base Hospital . . .	B Hpl
Aden Troop . . .	A T.	Indian Army Reservists . .	† R added to corps title, and a serial number below taken from a series kept at reserve cen- tres for each corps.
All others—			
Lancers . . .	L.		
Cavalry . . .	C.		
Light Cavalry . . .	L C.		
INDIAN ARTILLERY—			
Mountain Battery . . .	M B		
The Frontier Garrison Artillery	F G A.		
Mountain Artillery Staff . .	M A. S		

\* The meaning of the term "unit" is as defined in the definitions page III except that in the case of sappers and miners it means a corps and, in the case of an Indian infantry corps having more than one battalion the corps and the battalion.

† These markings and also those in the case of the 9th and 44th Infantry and the 42nd and 43rd regiments are carried out by the Ordnance department before issue the serial number to be marked being noted on the requisition.

#### C.—Details of marking of harness and saddlery in possession of corps.

Names of articles	Position of marks	Names of articles	Position of marks
Bands buck, 2½ inch bits, bit loon . . .	As "straps"	Breast pieces . . .	Off side of leather lay below D of buckling piece of front supporting strap.
" pelham . . .	On top of mouth-piece	" " M B . . .	On chape at either end.
" portmouth har- ness, with bridle head . . .	On bridle head as "straps" and on bit in front of port	" plates . . .	Below buckle of girth attachment.
Bts, portmouth cavalry, with bridle head and reins . . .	On head and reins as "straps" and on bit in front of port.	Breechings near . . .	On leather lay between buckling piece and keeper

Names of articles.	Position of marks.	Names of articles.	Position of marks.
Breechings, with straps.	Off-side straps to be marked as "straps."	Reins leading.	Short piece at connecting buckle, long below hand loop.
" off . . .	On leather lay between buckling piece and keeper off-side.	" " M. B.	} Centre of reins.
" pole draught	On leather lay between keepers.	" reversible bit,	
" M. B.	On chape either end.	" side	As "straps"
Cases, horse shoe, harness	} In centre of back.	Runners, stirrup-leathers	Outside of runner.
Cases, horse shoe, saddlery		Saddles	On off-side, under flap of seat close to wallet staples.
Chains, hame.	Outside of link	Straps	Below the point.
Collars, head . . .	On cheekpiece, on off-side at loc . . .		
" horse . . .	On flap on top of neck of collar. (N.B.—Collars should also have number of horse to which they belong on point of strap of flap)	Traces, harness	On buckling pieces of flank straps.
Covers, pad . . .	In any corner.	" saddlery	On plain hooks.
Cruppers, harness	Under D for hip straps.	" harness short, I.P.	On hooks trace sliding.
Crupper, harness, dockpiece . . .	As "straps"	Tugs, back band, 2½ inch	On body, between keepers.
Crupper, harness, M. B.	On the loin strap loop.	" trace	Outside on body.
Oirthe, leather . . .	Just below point of separation of buckling pieces.	Wallets	Centre of connecting straps.
" M. B.	} On chape either end.	Whips, drivers	On woodwork near hind loop.
" worsted, M. B.		<i>Miscellaneous articles and stable necessities.</i>	
Hames	Inside, near bottom lugs	Blankets, I. P.	With paint, 2-inch stencil plates.
Heads, 'bride, rever sible	} As "straps."	Bags, I. P.—	} On outward side 14" letters, black paint on centre of bags, thus, 37 B. F. A. Number of sub-section to be given.
Hooks, crupper		Grain	
Irons, stirrup, O. S.	On bottom.	Head-rope	
Leathers, stirrup	As "straps."	Heel-rope	
I . . . . .		Nose, canvas	With marking ink and 4-inch copper blind stamps in centre of side in consecutive series from one upwards.
Pads, collar, zinc	patches. Mark lightly on inside at either end.	Brushes	Stamped on side.
Pannels	On rear leather pocket	Other articles	} Should be marked generally in accordance with detail given above.
Pannels, saddles, ordnance.	On flap which covers hole for stuffing.		
Pieces, buckling	Below keeper.		
Recks, intrenching tools	On centre near top		
Reins, bearing			
" bridson	} Centre of reins.	" elephant	
" bit, port-mouth or pelham .			

N.B.—All leather work to be marked on grain being taken that the surface of the leather is not cut.

N.B.—The marking is not to be done over any other already on. If articles about to be marked, as those in (side para. 11) and must not be obliterated.

marked slightly with a blunt stamp, c.

action, trepan, and Arsenal & Co. for that their origin may be traced

## Appendix XIII.

(Referred to in para 816)

## Instructions for the repair and condemnation of harness and saddlery.

Articles which can be repaired by regimental artificers should not be condemned, nor if replaceable component parts are alone broken or unserviceable.

Soundness of leather should not be judged solely by the appearance of an article. The leather may be sound, though of bad outward appearance owing to want of nourishment. To test the soundness of a strap with superficial cracks, pass it doubled up between the fingers along its length; if it cracks to any extent deeper than the grain it may be regarded as unsound.

Articles	Instructions	Leather to be used for repairs
Bits . . . . .	Loose rivetting, broken or loose boss or ring, can be repaired regimentally.	.....
Bits, portmouth, reversible, 1 on 1 bridle	New billets should be put on if worn out	Buffalo, curried, heavy.
Bridles, anything, complete		
" snaffle, complete		
Breast pieces . . . . .	If cracked near the end of the sewing of the chape they should be condemned, as the main strain is borne on the part between the two does.	Buffalo, curried, heavy.
" plates (with neck strap)	Neck strap, etc., can be replaced on requisition.	
Breechings, harness	As long as the breeching seat itself is sound and free from cracks on under surface the breeching can always be repaired regimentally.	
Buckets, carbine . . . . .	The flap or strap can be replaced regimentally.	Butt
Cases horse shoe, harness . . . . .	Torn gussets can be repaired regimentally. If much cracked at the turn a new leather patch should be sewn on over the turn.	Buffalo, curried, heavy for strap and flap
" " saddlery		Buffalo, curried, light.
Collars, lead . . . . .	As long as the fore whale is sound can always be relined, re-stuffed or repaired.	Buffalo, curried heavy (and cow, curried, for linings)
" neck . . . . .		
Crunpers . . . . .		
Girths, leather . . . . .	Ditto. Should a buckle tear away, a chape should be attached to the buckle and sewn to the girth.	Buffalo, light.
Leggings, drivers . . . . .	Straps can be replaced by regimental artificers.	
Munnahs, felt . . . . .	Can always be patched. Munnah cuttings are supplied for this purpose.	" (for straps)
Pannels, stuffed . . . . .	Serge is supplied for relining. Leather is supplied for new facings.	" (for pocket). Skins, sheep or goat, for the facings, skins, goat, for the case.
Reins . . . . .	New billets should be sewn on regimentally as long as main portions are sound.	Buffalo, curried, heavy.
Saddles . . . . .	Sets, flaps, & leathers, etc., can be replaced from materials for repair. If front arch and one side bar are broken the tree is replaceable. If more repairs are necessary the tree may be condemned.	Buffalo, tanned butt, for seats; Buffalo, curried, skins, for flaps; Buffalo, curried, heavy, for V-girth attachments and seat straps.

Articles.	Instructions	Leather to be used for repairs
Straps, baggage . . .	Should be condemned when holes are torn through.	Buffalo, curried, heavy.
" flank . . .		
" hame . . .		
" snoring front . . .	Should be condemned when holes are torn through.	" " light.
" " rear . . .		
" shoe case . . .		
" cloak and wallet . . .	If only the points where holes are punched are worn, the old points should be cut off above the holes and new points sewn on	" " heavy.
" " " centre . . .		
" collar pad . . .		
" lance bucket . . .	Straps can be replaced regimentally.	" " heavy.
" trace . . .		
" breast breeching . . .		
" rapid release at . . .	The leather work or rope portion can be replaced regimentally.	" " heavy.
" tachment . . .		
" kicking . . .		
Surcingle, leather . . .	New loops, connecting straps, backs, etc., should be replaced regimentally.	" " light.
Traces, harness, short . . .		
" saddlery . . .		
Wallets . . .	Should be replaced	Buffalo, curried, heavy, for loops backs and connecting straps, cow, curried, heavy, for fronts
Whips, drivers . . .		
Crosstrees, complete . . .		

## Appendix XIV.

(Referred to in para 357.)

## Rules regulating admission to Indian works of defence and ordnance establishments.

1. The Bde Comdr is responsible that no unauthorized persons gain admittance to such works of defence or ordnance establishments. No passes to defence works, etc., will be registered by the issuing authority in a book, with full particulars in each case. The period for which a pass is available will be allowed to take drawings, sketches, or photographs of the same.

2. Application for passes to defences should be made to the Bde Comdr. In the case of ordnance establishments, application should be made to the A. D. O. S. or ordnance officer in charge. All passes to defence works, etc., will be registered by the issuing authority in a book, with full particulars in each case. The period for which a pass is available will be allowed to take drawings, sketches, or photographs of the same.

3. Except in the course of duty, no one admitted to any defensive work or portion of a defensive work to which these rules apply is permitted to make any written note, sketch, or photograph of any work, whether completely constructed or not. No restriction is, however, placed on the photographing of purely archaeological interest in inland defences to which it is considered a portion of the defences to which it is considered

## 4. Admission will be regulated as follows:—

Class of defence, etc	Individuals.	Nature of pass or order required for each individual
(i) Class I defences (as defined in para 335) position finding stations and electric light establishments.	Troops under arms Persons employed on the construction and maintenance of works. Residents their servants, trades men, and visitors (to residential portions only)	Under rules made by the Bde Comdr
	Officers and men of His Majesty's forces, on duty. Civilians being British subjects employed in connection with the defences.	Yellow pass (I A F Z 2020 vide I A F Z 2001) issued by the Bde Comdr,
	Officers and men of His Majesty's forces, not on duty Civilians being British subjects	Red pass (I A F Z 2028 vide I A F Z 2001) issued by the G O, C Divn or Indt, Bde
	Foreigners	Blue pass issued by the C of G S with the sanction of the G of I
(ii) Such portions of class II and class III defences (as defined in para 335), and such other defence works as, in the opinion of the O C Divn or Indt Bde, it is desirable to restrict admission to	Troops under arms. Officers and soldiers of His Majesty's forces in uniform Persons employed under proper authority on the maintenance and construction of works in the defences Residents, their visitors and servants (to residential portions only)	Under rules for admission made by the Bde Comdr Officers are required to give their names and addresses.
	Officers and soldiers of His Majesty's forces out of uniform Civilians who are British subjects.	Yellow pass issued by the Bde Comdr
	Foreigners	Blue pass, issued by the C of O S, with the sanction of the G of I
(iii) Arsenal, ordnance factories, depôts, stores, naval stores in charge of the ordnance department, etc	Troops under arms Officers and soldiers of His Majesty's forces in uniform Persons employed under proper authority, either in the construction and maintenance of the works, or by the ordnance department	Under rules for admission made by the A. D. O. or ordnance officer in charge with the approval of the D G O Officers are required to give their names and addresses.
	Officers and soldiers of His Majesty's forces out of uniform, not on duty Civilians being British subjects	Pink pass issued by the A. D. O. or ordnance officer in charge under the orders of the D G O
	Foreigners	Green pass, issued by the D O O with the sanction of the G of I.



## Appendix XV.

(Referred to in para. 849.)

**Table showing the depreciation in value of interchangeable arms.**

TABLE I.

"(11) The following tables show the annual depreciation in the value of small arms, and barrels and bodies of small arms in use, and charges to be made for any damage thereto not due to fair wear and tear, and will be followed by boards in assessing charges for losses and damage to such in possession of corps. They are not intended to limit the period for which small arms are to last. The value to be retained on arms returned will be calculated as follows:—

TABLE 1. *Summary of the results of the 1990-1991 survey of the prevalence of the disease in the United States.*

Usable arm.—The value according to Table I, less than cost of any repairs not due to fair wear and tear, according to Table II.

These results are in line with the official value.

Description of Arms.	Original value. Indian stock-book prices.	VALUE AFTER										11th and the following years.
		1st year.	2nd year.	3rd year.	4th year.	5th year.	6th year.	7th year.	8th year.	9th year.	10th year.	
ordances—	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.
M. B. { Artillery, Marks I, II, III, and III. Cavalry, Marks I and II }	31 0 0	28 6 8	25 13 4	23 4 0	20 10 8	18 1 4	15 8 0	12 14 8	10 5 4	7 12 0	5 2 8	2 9 4
M. H. { Artillery, Marks I, II and III. Cavalry . . . }	25 0 0	22 14 8	20 13 4	18 13 0	16 10 8	14 9 4	12 8 0	10 8 8	8 5 4	6 4 0	4 2 8	2 1 4
M. L. E. Cavalry, Marks I and II }	40 0 0	36 10 8	33 5 4	30 0 0	26 10 8	23 5 4	20 0 0	16 10 8	13 5 4	10 0 0	6 10 8	3 5 4
M. M. { Artillery, Marks II and III. Cavalry, Marks I, II, and III. }	31 0 0	28 6 8	25 13 4	23 4 0	20 10 8	18 1 4	15 8 0	12 14 8	10 5 4	7 12 0	5 2 8	2 9 4
Charger loading— M. L. M., Mark II M. L. E., " II "	54 0 0	49 8 0	45 0 0	40 8 0	36 0 0	31 8 0	27 0 0	22 8 0	18 0 0	13 8 0	9 0 0	4 8 0

11 L. E., Marks I, II and III.	53 0 0	43 9 4	44 2 8	53 12 0	35 5 4	30 14 8	26 8 0	22 1 4	17 10 8	13 4 0	8 13 4	4 6 8
21 L. E., Marks I, II and III.												
M. L. E.—												
1 Long Lee II, Marks I, II and III.	35 0 0	20 6 8	25 13 4	21 4 0	16 10 8	12 1 4	10 13 4	9 9 4	8 5 4	7 1 4	5 13 4	4 9 4
With new barrels												
23 8 0	23 14 8	10 5 4	14 12 0	10 2 8	5 9 4	5 9 4	5 6 8	5 4 0	5 1 4	4 14 8	4 12 0	4 9 4
With repeated barrels												
41 0 0	40 5 4	36 0 8	33 0 0	29 5 4	25 10 8	22 0 0	18 5 4	14 10 8	11 0 0	7 5 4	3 10 8	
21 E., Marks I, II and III.												
Mark II { Long Butt }												
Short "												
25 0 0	22 14 8	20 13 4	19 12 0	16 10 8	14 9 4	12 8 0	10 6 8	8 5 0	6 4 0	4 2 8	2 1 4	
III { Long }												
Short "												
IV { Long }												
Short "												
44 0 0	40 5 4	33 10 8	33 0 0	29 5 4	25 10 8	22 0 0	18 5 4	14 10 8	11 0 0	7 5 4	3 10 8	
II { Long }												
Short "												
short, M. L. E.—												
1 Marks I, II and III	58 0 0	53 2 8	48 5 4	43 8 0	38 10 8	33 13 4	29 0 0	24 2 8	19 5 4	14 8 0	9 10 8	4 13 4
2 Marks II, III and IV												
39 0 0	35 12 0	32 8 0	29 4 0	26 0 0	22 12 0	19 8 0	16 4 0	13 0 0	9 12 0	6 8 0	3 4 0	
22 inches L. E.												
31 0 0	28 0 8	25 13 4	23 4 0	20 10 8	18 1 4	15 8 0	12 11 8	10 4	7 12 0	5 2 8	2 9 4	
23 0 0	21 13 4	21 10 8	20 8 0	20 5 4	22 2 8	19 0 0	15 13 4	12 10 8	9 8 0	0 5 4	3 2 8	

# Appendix XIX-A.

(Referred to in paragraph 174.)

## Banking of regimental funds.

Subject to the following conditions and procedure, the O. C. a British or Indian unit or a unit of the Indian Defence Force may at his discretion lodge his regimental funds with any private bank or firm of good standing that may be selected by him.

[By a private bank or firm is here meant any bank or firm of good standing in the Government Treasury or the Presidency Bank or their branches; and the term "bank" is any firm which carries on banking business. Sharot employed in batteries of Royal Artillery are not included in the term "bank" or "firm."]

1. Only regimental, as distinct from public, funds may be so lodged [vide Appendix XIX *supra* and the Definitions prefixed to A. R. I., Vol. III]; and only such banks may be employed as have entered into an agreement, on I. A. F. A-301 with the C. M. A., who is authorized to receive securities under rule 5.

2. Before making a deposit for the first time, or at any time thereafter, that previously dealt with, the sanction of the the unit is serving must be obtained. At the the O. C. will state clearly—

(a) The name or designation, and the location, of the bank with which he proposes to deposit his regimental funds.

NOTE.—When it is proposed to deposit funds with a branch of any bank, the location of the head quarters of the bank should also be stated.

(b) Whether the bank has agreed to receive the money and is willing to lodge with government the necessary security.

(c) The nature of the funds, severally, to be deposited, e.g., mess, band, etc.

(d) The need

same bank may be made without farther paragraph 2) on the actual total balance last reported (see paragraph 4), would thereby be increased by Rs. 5,000 or more.

4. Immediately after the 30th June and 31st December of each year the C. O. will obtain from the

ment with his regimental accounts and

if necessary, to cover, with a margin of 10 per cent, fresh deposits sanctioned

trust or municipal bonds or debentures, will be duly hypothecated in favour of the C. M. A. concerned—at whose sole order and disposal the security will henceforward remain, subject to the provision that in case of failure of the bank the lien of the Controller upon the security deposited shall extend only to the aggregate amount of regimental funds then actually held by the bank. The

Controller will retain the securities in his own custody, and realise and pay to the bank the interest thereon as it becomes due.

In cases where a bank desires to tender the security in cash, instead of in promissory notes or port trust or municipal bonds or debentures, the cash should be deposited in a presidency bank or one of its branches and the bank deposit receipt should be forwarded to the Controller by whom it will be kept in safe custody.

8 The responsibility of the C. M. A. is limited to the duties above indicated. He is not concerned in detailed work connected with regimental funds, such as settling the rate of interest to be allowed on deposits or seeing that the interest agreed upon is duly credited; arranging for transfer of money from "floating account" to "fixed deposit" or *vice versa*, checking the amounts paid into, or withdrawn from, accounts; or dealing with points in dispute between depositors and banks. Such matters appertain solely to the interior management of the funds and remain to be settled in direct communication between the O. C. the unit and the bank concerned.

*Note 1*—It is to be clearly understood that all deposits of regimental funds with a private bank or firm are made, and remain, at the personal responsibility of the C. O. The rules and procedure above stated have been laid down for the convenience and benefit of corps; to make it possible for them to earn interest on their regimental monies while at the same time safeguarding the funds and the officer administering them so far as practicable. The rules in no way imply that the C. O. is relieved of the responsibility which rests upon him to take every precaution for the safety of the regimental funds entrusted to his care, nor that government will reconp. loss arising from the failure of the bank or firm selected, or from other cause should the security deposited prove insufficient. It must also be borne in mind that depositing officers will be solely responsible for any loss which may result from delay in the submission of their half-yearly reports.

*Note 2*—It is not permissible for the O. C. a unit to give to a bank thus employed by him any general power of attorney or other authority which would enable the bank to forthwith sell securities deposited with the bank which are the property of a regimental fund, but this shall not preclude the bank from carrying out the sale of such securities in the ordinary course of business, if expressly so instructed in each case by the O. C. the unit.

*Note 3*—All securities deposited with a Controller under these rules will be retained by him in custody; and the return of securities no longer required should in each instance be carried out by him promptly.

*Note 4*—The Army Institute Funds of Divisions may be banked under the provisions of this Appendix by the D. A. A. G. of Divisions on carrying out the procedure laid down for commanding officers.

## Appendix XX.

Rules for the control of buildings, etc., on land lying within the authorized zones of works of defence, except in the case of Fort William, Fort St. George and the Fort at Aden. The rule

I.—C. . . . . is vicinity 336, and

II.—I. . . . . may decide. . . . . in accordance with the Indian

III.—When a clearance zone has been notified, except in so far as the notification may authorise modifications, no infringement of the restrictions imposed under the Act shall be permitted by any official or private person without the previous sanction of the O. C. or G. O. C. within their powers of exemption as specified in the Act, or by the G. of I.

IV.—Without the previous sanction of the G. of I. no State land within the prescribed clearance zone shall be transferred . . . . . with, or permanently . . . . . or corporation . . . . . G. of I.

V.—In order to insure . . . . . restrictions prescribed for zones are not infringed or lost sight of, the following procedure will be followed in regard to each zone after it has been demarcated—

(a) A plan of the prescribed zone will be prepared on a scale sufficiently large to show all existing buildings, variations of ground level, banks, hedges, trees, etc., the maintenance of which has been permitted. These will also be entered on a schedule to be attached to the plan.

(b) The original plan and schedule will be kept by the O. C. the station who will be responsible that all sanctions, by competent

Appendix XIX-A.

(Referred to in paragraph 174.)

Banking of regimental funds.

Subject to the following conditions and procedure, the O. C. a British or Indian unit or a unit of the Indian Defence Force may at his discretion lodge his regimental funds with any private bank or firm of good standing that may be selected by him.

[By a private bank or firm is here meant any banking concern other than a Government Treasury or the Presidency Banks of Bengal, Madras and Bombay, or their branches, and the term "bank" is hereinafter used to include also any firm which carries on banking business. Shroffs employed in batteries of Royal Artillery are not included in the term "bank" or "firm"]

1. Only regimental, or distinct from public, funds may be so lodged [vide Appendix XIX *supra* and the Definitions prefixed to A R, I, Vol. III]; and only such banks may be employed as have entered into an agreement, on I. A. F. A-301 with the C M A, who is authorized to receive securities under rule 6.

2. Before making a deposit for the first time, or with a different bank from that previously dealt with, the sanction of the C M A, of the Circle in which the unit is serving must be obtained. At the time of applying for such sanction the O C will state clearly—

(a) The name or designation, and the location, of the bank with which he proposes to deposit his regimental funds.

NOTE.—When it is proposed to deposit funds with a branch of any bank, the location of the head quarters of the bank should also be stated.

(b) Whether the bank has agreed to receive the money and is willing to lodge with government the necessary security.

(c) The nature of the funds, severally, to be deposited, *e.g.* mess, band, etc.

(d) The aggregate amount of the deposit, for all the funds together.

The necessary security must be obtained from the head-quarters of the bank by the Controller to the proposed deposit

... same bank may be made without further ... the initial deposits reported to him (see paragraph 2) or the actual total balance last reported (see paragraph 4), would thereby be increased by Rs. 5,000 or more.

4. Immediately after the 30th June and 31st December of each year the C. O. will obtain from each bank holding funds belonging to his unit a statement of the total balance at his credit, as it stood on such date; and he will ... of the Circle in which the ... accounts and

... id by the bank,

... act on information paras 2—4

... he lodged with his office by each bank holding regimental funds, the Controller concerned will add a margin of 10 per cent to the sum of all the balances with that bank, as reported in the latest half-yearly statements received from O C, such margin being designed to cover ordinary fluctuations connected with regimental deposits

... half-year. ... a half-yearly reports, take further security, ... of 10 per cent, fresh deposits sanctioned

... trust or municipal bonds or debentures, will be only those ... of the C M A concerned—at whose order and disposal the security will henceforward remain, subject to the provision that in case of failure of the bank the lien of the Controller upon the security deposited shall extend only to the aggregate amount of regimental funds then actually held by the bank. The

Controller will retain the securities in his own custody, and realise and pay to the bank the interest thereon as it becomes due.

In cases where a bank desires to tender the security in cash, instead of in promissory notes or port trust or municipal bonds or debentures, the cash should be deposited in a presidency bank or one of its branches and the bank deposit receipt should be forwarded to the Controller by whom it will be kept in safe custody.

8. The responsibility of the C. M. A. is limited to the duties above indicated. It is not a responsibility to be connected with regimental funds, such as deposits or seeing that the interest transfer of money from "floating" and; checking the amounts paid into, or withdrawn from, accounts; or dealing with points in dispute between depositors and banks. Such matters appertain solely to the interior management of the funds and remain to be settled in direct communication between the O. C. the unit and the bank concerned.

Notes 1.—It is to be clearly understood that all deposits of regimental funds with a private bank or firm are made, and remain, at the request of the commanding officer, for the use and benefit of the regiment, and the commanding officer is responsible for the safekeeping of the same, while at the same time safeguarding them as far as practicable. The rules in responsibility which rests upon him to the government of the funds entrusted to his care, nor that the government is not responsible for the loss of the funds deposited, will be so.

Notes 2.-It is not permissible for the O C unit to sell to - -  
by him any general p  
to forthwith sell so  
mental fund; but i  
such securities, in t  
case by the O C the

under these rules will be no longer required should it be banked under the provisions carrying out the procedure

## Appendix XX.

### Rules for the control of buildings

III.—When . . .

U.S.A.

V.—In order to insure that the restrictions prescribed for zones are not infringed or lost sight of, the following procedure will be followed in regard to each zone after it has been demarcated:—

- (a) A plan of the prescribed zone will be prepared on a scale sufficiently large to show all existing buildings, variations of ground level, banks, hedges, trees, etc., the maintenance of which has been permitted. There will also be entered on a schedule to be attached to the plan.
- (b) The original plan and schedule will be kept by the O. C. the station who will be responsible that all sections, by competent

authority to deviation from the restrictions laid down, have been noted on each, with a reference in the case of the schedule to the number and date of the sanctioning letter. The original plan and schedule will never leave the station, a copy being sent if required for any purpose by any one

(c) On handing over the command of the station to another officer, the relieved officer will furnish a certificate to his successor to the effect that the original plan and schedule have been corrected and kept up to date as directed in clause (b) above.

(d) The R. E. officer who makes the detailed annual inspection of the fort, or work, in accordance with para 336, will certify that he has compared the plan and schedule with the actual buildings and ground, and has satisfied himself that no buildings, etc., other than those noted therein, have been erected. This certificate will, in the case of Class B and C zones, be forwarded in the ordinary manner to the D. G., M. W. In the case of Class A zones the certificates will be sent to the G. O. C. the Division or Independent Brigade and retained by him.

(e) When a zone has been  
by a civil department

communicated.

VI.—The following extracts from the Indian Works of Defence Act (VII of 1903), as amended by Act V of 1909, are republished here for general guidance:—

3 (1) Whenever it appears to the Local Government that it is necessary to impose restrictions upon the use and enjoyment of land in the vicinity of any work of defence or of any site intended to be used  
may  
ration

(2) The local official gazette division in which sketch plan of the land, which shall be prepared on a scale not smaller than six inches to the mile and shall distinguish the boundaries referred to in section 7, may be inspected, and the collector shall cause public notice of the substance of the said declaration to be

(3) to

section 3, sub-  
ment may in its  
namely —

(a) Within an outer boundary which, except so far as is otherwise provided in section 39, sub section (1), may extend to a distance of two thousand yards from the crest of the outer parapet of the work—

(i) no variation shall be made in the ground level, and no building, wall bank or other construction above the ground shall be maintained, erected, added to or altered otherwise than with the written approval of the G. O. C. the division, and on such

(ii) other material shall be

Provided that, in the G. O. C. the Divn., District or Bde., and on such conditions as he may prescribe local ballast, manure and agricultural produce may be exempted from this regulation

Provided, also, that any person having control of the land as owner, lessee or occupier shall be bound forthwith to remove such local ballast, manure or agricultural produce, without compensation, on the requisition of the G. O.

- (iii) no surveying operation shall be conducted otherwise than by or under the personal supervision of a public servant duly authorised in this behalf in the case of land under the control of military authority, by the C O and, in other cases, by the collector with the concurrence of the C O, and
- (iv) Where any building, wall, bank or other construction above the ground has been permitted under clause (i) of this sub-section to be maintained, erected, added to or altered, repairs shall not, without the written approval of the G O C the Divn, be made with materials different in kind from those employed in the original building, wall, bank or other construction
- (b) Within a second boundary which may extend to a distance of one thousand yards from the crest of the outer parapet of the work, the restrictions enumerated in clause (a) shall apply with the following additional limitations, namely—
- (i) no building, wall bank or other construction of permanent materials above the ground shall be maintained or erected
- Provided that with the written approval of the G O C the Divn and on such conditions as he may prescribe huts, fences and other constructions of wood or other materials easily destroyed or removed may be maintained, erected added to or altered,
- Provided, also, that any person having control of the land as owner, lessee or occupier shall be bound forthwith to destroy or remove such huts, fences or other constructions, without compensation, upon an order in writing signed by the G O C the Divn, District or Bde, and
- (ii) live hedges, rows or clumps of trees or orchards shall not be maintained, planted, added to or altered otherwise than with the written approval of the G O C the Divn and on such conditions as he may prescribe
- (c) Within a third boundary which may extend to a distance of five hundred yards from the crest of the outer parapet of the work, the restrictions enumerated in clauses (a) and (b) shall apply with the following additional limitation namely—
- No building or other construction on the surface and no excavation, building or other construction below the surface shall be maintained or erected
- Provided that, with the written approval of the C O and on such conditions as he may prescribe open raising and dry brush wood fences may be exempted from this prohibition.

## Appendix VII

## Initials and monograms of Indian ordnance establishments

Arsenals		Factories	
Allahabad . . .	A A	Ammunition . . .	Dum Dum . . . D P
Ferozepore . . .	F	Barkes . . .	Barkes . . . B P
Madras . . .	M	Jubbulpore . . .	J . . .
Quetta . . .	Q	Coss pore . . .	Co . . .
Langoon . . .	R	Ishapore Branch . . .	G S I
Rawal Pindi . . .	R P	Canjapore . . .	Ca . . .
		I. Sea . . .	Ishapore . . . R F I
Depôts		Inspection	
Agra . . .	A D	Inspector of Ammunition . . .	Dum Dum . . . I I A.
Bombay . . .	B	Inspector of Guns and Rifles . . .	Ishapore . . . I I G
Fort William . . .	F W	Inspector of Gun Carriages . . .	Jubbulpore . . . I I C
Karachi . . .	K	Assistant Inspector of General Stores . . .	Agra . . . I I M
		Proof and Experimental Establishment . . .	Balassore . . . P & E



Appendix XXII.

(Referred to in para. 290, (c).)

Tabular statement of appointments.

- (i) The appointments prefixed with an asterisk (\*) are open to officers of the British Service on the Imperial establishment.
- (ii) All appointments are for four years unless shown as otherwise.
- (iii) The figures opposite each appointment denote the qualifications necessary, vide List at end of Appendix.

No.	Appointment and qualifications required.	Sanctioning and nominating authorities.	Where published.
1	* Army Comdr. . . . .	(a) W. O., with the concurrence of the S. of S. for India, in the case of an officer of the British Service.	
		(b) S. of S. for India, on the nomination of the O. of I., in the case of an officer of the Indian Service.	
2	* Chief of the General Staff (1)	S. of S. for India (with the concurrence of the W. O. in the case of an officer of the British Service) on the nomination of the G. of I.	
3	* Divisional Commander (1) (2)	(a) W. O., with the concurrence of the S. of S. for India in the case of an officer of the British Service.	
		(b) Viceroy on the nomination of the C.-in-C. in the case of an officer of the Indian Service.	
4	* Bde. Commander (1) (2) (8-a), (9-a)	(a) War office, after consultation with the C.-in-C., in the case of Major-Generals of the British Service.	Gazette of India
		(b) Viceroy, on the nomination of the C.-in-C., in the case of Indian Army Officers, and of Colonels of the British Service (with the concurrence of the W. O. when not on the Indian Establishment).	
5	* A.-G. India, or * Q.-M.-G. India (1) (2) (9) or (12) (25).	S. of S. for India (with the concurrence of the W. O. in the case of an officer of the British Service) on the nomination of the G. of I.	
6	* Inspector Cavalry (1) (2) (24).		
7			
8	D . . . . .		
9	Director-General, Ordnance (2) (14) (d)	Viceroy, on the nomination of the C.-in-C.	
10	Director-General, Military Works (2)		
11	* Brigadier-General, General Staff,	Viceroy (with the concurrence	

No.	Appointment and qualifications required	Sanctioning and nominating authorities	Where published.
13	Colonel on the Staff (1) (2) (8) (15)	C in C	
14	* Commandant, Cavalry School (1) (2) (8) (24)		
15	* Divisional Artillery Commander, (1) (2) (8)		
16	Director, Medical Services in India, (23) (y)	<p>(a) War Office with the concurrence of the S of S for India in the case of an officer of the British Service</p> <p>(b) G of I in the case of an officer of the Indian Service</p> <p>NOTE.—Before any officer is nominated on the occurrence of a vacancy, the G of I will report the vacancy to the S of S for India with their opinion whether it should be filled from the British or the Indian Service, and the S of S for India will decide this question in consultation with the Army Council</p>	Gazette of India
17	Inspector-General, Imperial Service Troops (15)	Viceroy on the nomination of the G of I, Foreign Department	
18	Inspecting and Assistant Inspecting Officers, Imperial Service Troops (15)		
	Commandant Imperial Cadet Corps (3) (15) (d)		
19	Adjutant, Imperial Cadet Corps (6) or (7) (15) (d) (i)	Local Government	Local Gazette
	Frontier Militia (15) (x)		
	Malwa and Meywar Bhil Corps (15) (d)		
19	Commandants, Burma Military Police (14) or (15) (i)	Viceroy on the nomination of the Home Department	
	Assistant Commandant Burma Military Police (14) or (15) (d)		
	Commandants (15) (d) and Assistant Commandants Military Police in Bengal and Assam (15) (j)		
20	Commandant and Assistant Commandants, Port Blair Military Police (15) (d)	Viceroy	Gazette of India
	* Military Secretary, Viceroy (3), (28) (d)		
	* Comptroller Viceroy's Household (28) (d)		
21	* Aide-de-Camp Viceroy (28) (d)	Governor or Lieutenant-Governor	Local Gazette
22	Commandant, Governor General's Body-Guard (6) (15)		
23	Adjutant, Governor General's Body Guard (7) (15) (r)		
24	* Military Secretary, Governor (3) (28) (d)	Governor or Lieutenant-Governor	
25	* Private Secretary and Aide-de-Camp, Governor or Lieutenant-Governor (28) (d)		
26	Commandant, Governor's Body Guard (6) (15) (i)		
27	Adjutant, Governor's Body Guard (7) (15) (r)	Local Government	Bills
28	Personal Assistants to A G Gr., Chief Commissioners and Residents		

No	Appointment and qualifications required	Sanctioning and nominating authorities.	Where published.
82	Garrison Quartermaster (24) (i)	G O C Army	A. O.
83	S S O, 1st class (27) (w) . . .	C in C	
84	S S O, 1st class, at Sanitarium (14) (j) (n)	G O C Army	
85	* Subaltern, Indian Mountain Battery or Frontier Garrison Artillery (14) (b) (k) (r)	C-in-C.	I & O
86	Company Officer (Divisional Signal) Company of Sappers and Miners (7) (20) or other approved qualification in telegraphy (b)	C. in C	
87	* Assistant Military Secretary to G O C Army (3) (28)	G O C Army	
88	A de C to G O C Army (28) .		
89	* A de C to Divl Comdr (25) (29) Orderly Officer to Divl Arty Comdr (6) (7) (24) (z)	Divl Comdr	Divl Orders.
90	Adjutant of Indian Defence Force (6) (7) (19) (u) (x)		
91	S S O, 2nd class (27) (w)	Divl Comdr	
92	„ 3rd class (27) (j) (n) Note 7		
93	Officiating appointments Nos 1 to 5	Viceroy on the nomination of the C in C	
94	Officiating appointments Nos. 16, 20 to 24	Viceroy.	
95	Officiating appointments Nos 17, 18	Viceroy on the nomination of the Foreign Department	
96	Officiating appointments No 19	Viceroy, on the nomination of the Home Department	
97	Officiating appointments Nos 6 to 15, 30 to 54; 54 to 63, 77 to 79	C in C	
	Officiating appointment, A C R E No 39	C-in-C (Divisional Commander with the concurrence of D G M W when no charge in Division is involved)	
98	Officiating appointments Nos 53, 64 65, 69 to 71, 73, 74; 82, 83, 84, 87, 88	G O C Army, but see notes 5 and 6	
99	Officiating appointments Nos. 66 68, 72 75, 76, 80, 89 to 92 (For No 89 the officer must be serving in the division and the appointment be for less than six months duration)	Divl Comdr, but see note (6)	
100	Officiating appointments No 67 .	Divl Comdr except when an officer of the Frontier Garrison Artillery is absent for not less than 12 months, when an officer from the R G A will be appointed by the C in C	

## List of qualifications

1 Not tenable by an officer of the cadre of a corps	14 British service officer	of his appointment, failing which he must vacate the office at the expiration of that period,
2 Rank not below Colonel	15 Officer of the Indian Army	
3 Rank not below Major	16 Infantry officer	(2) staff pay will be granted to him only with effect from the date of passing the examination
4 Rank not below Captain.	17 Regimental field officer of R E	(3) if he fails to pass he will not be entitled to passage or any travelling expenses when rejoining his corps
5 Rank of Major	18 Gunnery staff course certificate and recommendation from Commandant, School of Gunnery.	
6 Rank of Captain	19 Musketry certificate	
7 Rank of Lieutenant	20 Signalling certificate	
8 Not over 54 years of age	21 First class certificate of physical training and swordsmanship	30 I M S. officer
8 (a) Not over 54 years of age, but Major Generals of the British Service may be appointed up to the age of 55 and such officers will vacate at the age of 58 or on completion of 4 years' tenure, whichever is earlier.	22 First class certificate in gymnastics.	31 One each from R A M C and I M. S
9 Five years' service in India	23 Ordinarily from the British Service but the G of I may nominate an officer of the I. M. S	32 Must have passed the examination laid down in Appendix X.
9 (a) Five years' service in India, but for the purpose of this rule one year's service in India in the rank of field officer counts as two years' service in a lower rank	24 H S Hindustani	(a) Appointments to the Clothing Department will be for three years in the first instance Tenure not limited
10 Three years' service in India	25 L S Hindustani.	(b) Must not be within 3 years for promotion on appointment
11 Three years' service in India as a regimental field officer	26 H S Hindustani, but when the G O C Army is an officer of the Indian Service, the L S only in Hindustani is required	(c) Veterinary Officers will be selected from those who have done not less than one and not more than two years' service in India of their present tour, and their service with the A R D will be limited to a period of five years
12 Three years' service in India as a regimental field officer who has during a campaign in India—	27 L S Hindustani at stations where there are Indian troops	These restrictions are not applicable to those officers appointed to the Department prior to the 29th February 1912
(a) commanded a regiment of cavalry, a battery of artillery or a battalion of infantry, or	28 Half of the minority of the military personal staff (included under the appointments of M S, A. M S, Private Secretary, and A-D C) of the Viceroy, a Governor, the C in C, a Lieutenant Governor, or a G O C, Army, must have passed the L S Hindustani	(d) Five years' tenure
(b) served on the staff as a field officer provided that a medal was granted for such campaign or that the officer was honorably mentioned in despatches	29 An officer may be appointed A D C on the Staff of a Divl Comdr. without L S Hindustani under the following conditions—	(e) May be held by a Lieutenant-Colonel
13 Must have served in India within the last seven years.	(1) that he passes L. S Hindustani within one year of the date	(f) The appointment of A. A. G R. E. may be held by a Lieutenant Colonel with less than three years' service in that rank but he will receive pay as A A G only

re-examination in the whole subject \* Officers must qualify in (b) before being permitted to appear for examination in (d) (ii) and (iii)

**SUBJECT (d).**

Lieutenants and Captains of the Indian Army will, before promotion, be examined in Indian military law as put of sub head (d) (ii) \*

Officers of the Indian Army exempt from subject (d) by reason of their having qualified in the equivalent subjects at a staff college entrance examination will also be required to qualify in Indian military law

Officers of the S and T Corps and Lieutenants I M S will be examined in Indian military law only, as sub head (d) (ii)

Lieutenants, I M S, will also be required to qualify in sub head (d)(iii) before promotion to Captain

The following books will be allowed —

The "Manual of Indian Military Law," and "A R, I, Vol II "

*Syllabus* —

The Manual of Indian Military Law, Part I, Chapters I to V and VII, paras 1—3 only

The I A A (included in the Manual of Indian Military Law)

The I A Act Rules (included in the Manual of Indian Military Law)

A R, I Vol II, paras 1—35 C, 81—89, and 571—574

\* British service officers, who have already qualified for promotion, will on pass a further examination in the of his rank, 1½ hours only being allowed to pass a further examination in serving under the Army Council from (i) (ii) on account of having a further examination will be required the (d) (ii) paper of their rank, 1½

**SUBJECT (g)**

(For Captains, S and T Corps)

The examination will consist of two papers only and except for the syllabus the conditions of the examination in subject (g) for the A S C, contained in A R, will apply

*Syllabus* —

(g) (i) Organization and Administration

(a) Transport registration

(b) Mobilization of S and T units and personnel

(c) Mobilization and war organization of the army in India

(d) Organization and administration of the S and T services in the field (India)

(e) Organization and administration of the lines of communication of an army in the field

(f) Organization and administration of the S and T services in the field under W O Regns including requisitioning of supplies in civilised warfare

(g) Mechanical transport, its possibilities and limitations in peace and on active service

(h) Solution of problems dealing with the supplies and transport of a force in the field

\* The solution involving the remembering of minor details of details are necessary for the solution of examiner only a general knowledge will be expected and sources from which information may be

obtained —

F S Pegns, Part I Chapters II IV

F S Regns, Part II (with Indian Supplement)

Mobilization Regns, India

Supply Manual (War) (W O)

Transport Manual (War) (W O)

S and T Manual (War) India

W O Manual S and T Corps

Punjab Military Transport Animals Act and Rules made thereunder  
The organization and administration of lines of communication in war  
(Furse)

Notes by Lecturers at S and T School of Instruction

(g) (i) Economics—

- (a) Book-keeping its general principles and its application in simple cases.
- (b) Statistical methods and the use of graphs
- (c) Indian Contract laws.
- (d) Economics generally in their relation to the supply and transport services

(e) Railways general principles of their organization and management and the factors to be considered in determining their limits of traffic

*Books recommended for study and sources from which information may be obtained—*

Manual for the guidance of S and T. officers in their relations with contractors (Henderson)

Certain subjects taught to officers at the London School of Economics (Syngé)

Notes by Lecturers at the S and T School of Instruction

The above books and notes will be allowed in answering this paper.

**SUBJECT (A)**

(For Lieutenants, I M S)

Subject (A) will consist of two sub-heads (A) (i) and (A) (ii) which will be as follows and not as laid down in K R—

- (i) Duties of subordinate personnel of Indian military hospitals and the preparation of returns and requisitions connected therewith
- (ii) Duties of executive medical officers of the I M S

*Text books—*

Books recommended, and sources from which information may be obtained—

K R

A R, I, Vol II

A R, I, Vol VI

F b Regn., Part II

F S Regn., Part II, Indian Supplement

It A M C Training

Medical Training (Military) India.

War Establishments, India

Mobilisation and Concentration Regulations, India

F b Manual Medical

Medical Manual War

This examination will take place on the same date as (A) (i) and (A) (ii) and (A) (iii) Lieutenants, I M S. The qualification is 100 marks for each sub-head.

For a special certificate 8 in the aggregate of (A) (i) and (A) (ii) and 75 in sub-heads (A) (i) and (A) (ii).

**Appendix XV.**

**Rules for the guidance of officers in explosives.**

*Reference—The following rules are applicable and may be at any time in charge of a station.*

2. If in any case such notice is not given and the man is not provided by Government with the necessary services are the notice in addition to any for the be payable

N  
the above  
expiry  
to be d

## Appendix XXVII.

(Referred to in para. 696 A)

### Conditions under which British units are permitted to draw a money equivalent in lieu of part of their grocery ration.

(a) The articles for which the cash equivalent may be drawn to be limited to—

- |              |                      |
|--------------|----------------------|
| (i) Flour    | } Alternative issues |
| Rice         |                      |
| (ii) Tea     | } Alternative issues |
| Coffee       |                      |
| (iii) Sugar. |                      |

(b) The compensation rates for (a)-(i), (a)-(ii) and (a)-(iii) respectively, will be fixed as follows.—(a)-(i) at a station rate, (a)-(ii) at one Divisional rate, (a) (iii) at one Divisional rate. The rates will be based on years. The rates of equivalent will, in cheaper ration articles.

(c) The rates as in (b) to be intimated to units before they finally decide whether they wish to draw compensation.

(d) The whole unit to draw the money equivalent of such of the articles mentioned in (a) as may be selected by the Officer Commanding; but different units need not necessarily draw compensation for the same articles.

(e) The money equivalent to be drawn through the general fund of accounts of the M A D The O C funds of squadrons, batt strength. It will not be paid in cash to the soldier.

(f) Units wishing to draw a cash equivalent to give six months' notice to the S and T corps.

(g) When a unit is relieved by another unit under these rules, the unit relieved previously by the S and T corps for the supply of the groceries concerned, has expired result lately,

(h) If a unit which has elected to draw an allowance under these rules is relieved by a unit which has continued to draw its full groceries in kind, the latter to conform to the option previously exercised by the former, until such time as a contract can be arranged conveniently and without extra expense to the State.

- (g) Believing units' wishes must be communicated to the Divl Comdr of the Divn to which they are proceeding as soon as possible after the reliefs have been published in order that the necessary supply arrangements may be effected

## Appendix XXVIII.

(Referred to in paragraph 625)

### List of enrolled, and enrolled and attested persons subject to the Indian Army Act

The classes shown below will be enrolled under the I A A on the conditions and for the periods specified on the enrolment form applicable to each case

#### COMBATANTS

- \* (i) Soldiers including reservists, of cavalry, artillery, sappers and miners and infantry corps and of military railway and signal companies

NOTE—Reservists of military railway companies (traffic and loco section) are non combatants

#### NON-COMBATANTS

##### *Military railway companies*

- \* (ii) Reservists of the traffic and loco section

#### *S and T Corps.*

- † (iii) Transport Establishment (including reserve) viz—

Transport Veterinary Dafadars  
Driver establishment (all transport animals)  
Mahouts  
Syces  
Shoering-smiths  
Blacksmiths  
Saddlers  
Isalan or palau tree makers  
Carpenters  
Hammermen  
Bellows boys  
Whisties  
Coolies  
Peons  
Weighmen

#### *Ordnance Department.*

- \* (iv) Lascars employed in arsenals and depôts  
(v) Lascars employed in factories.  
(vi) Artificers employed in arsenal, depôts and factories

#### *Miscellaneous*

- \* (vii) Men of the A B C  
(viii) Men of the A H C  
(ix) Regimental followers including hospital followers, of British and Indian units viz—  
Bb sties (excluding conservancy establishments)  
Pakhals  
Cooks (langris)  
Sweepers (excluding conservancy establishments)  
Buccas (British units, Indian mounted batteries non-saddled cavalry regiments, government mules attached to sikhidar cavalry and of the establishment of the Cavalry School at Saugor)  
Ward servants.



Moochies (including saddlers).  
 Forgemen.  
 Mistri smiths.  
 Smiths.  
 Mistri carpenters.  
 Carpenters.  
 Bullock drivers (horse and field artillery).  
 Nalbunds (heavy batteries).  
 Artillery storemen.  
 Tent lascars.  
 Camel attendants (non-silladar cavalry).

(x) Fort armament lascars.

(xi) Shoeing-smiths or nalbunds of mounted infantry schools.

(xii) Hospital Followers, *viz.*—

Drivers for water-carts . . . . .	}	Employed in station hospitals and in the Indian section of the station hospital at Kirkee.
Lascars . . . . .		
Pakhali bhisties . . . . .		
Water-carriers . . . . .		
Ward servants . . . . .		
Sweepers . . . . .	}	Employed in non-regimental hospitals of Indian troops and departmental followers.
Bhisties . . . . .		
Cooks . . . . .		
Ward servants . . . . .		
Drivers for filth carts . . . . .		

(xiii) Drivers of Equipment Mules and Pioneer Regiments.

and persons who may be selected for non-commissioned rank.

† See I. A. A., Section 12, and Rules 8 and 9.

## Appendix XXIX.

The organization of the general staff and the regulations regarding the selection and appointment of officers to, and the establishment of, the general staff.

### ORGANIZATION OF THE GENERAL STAFF.

1. The general staff of the army falls into two principal divisions, *viz.*—

(a) The general staff at army headquarters.

(b) The general staff in armies, divisions, etc.



II.—In Armies, Divisions, etc.

	Major-Generals or Brigadier-Generals.	General Staff Officers, 1st grade.	General Staff Officers, 2nd grade.	General Staff Officers, 3rd grade.	Total.
Northern Army . . . . .	1	...	1	...	2
Southern Army . . . . .	1	...	1	..	2
1st Division . . . . .	...	1	1	...	2
2nd Division . . . . .	...	1	2	...	3
3rd Division . . . . .	...	1	2	...	3
4th Division . . . . .	...	1	2	...	4
Karachi Brigade . . . . .	...	...	1	...	
5th Division . . . . .	...	1	1	...	2
6th Division . . . . .	...	1	1	...	3
Bombay Brigade . . . . .	...	...	1	...	
7th Division . . . . .	...	1	1	...	2
8th Division . . . . .	...	1	1	...	3
Presidency Brigade . . . . .	...	...	1	...	
9th Division . . . . .	...	1	2	...	3
Barma Division . . . . .	...	1	1	...	2
Rohat Brigade . . . . .	...	...	1	...	1
Bannu Brigade . . . . .	...	...	1	...	1
Derajat Brigade . . . . .	...	...	1	...	1
Aden Brigade . . . . .	...	...	1	...	1
Committee of Imperial Defence . . . . .	...	...	1	...	1
Staff College . . . . .	1	1	5	...	7
Total . . . . .	3	11	20	...	43

Appendix XXX.

The organization of the administrative staff.

1. The establishment of the A. G.'s and Q. M. G.'s branches of the Staff are given in the following Tables.

2. The duties of these branches are detailed in A. R., I., Vol. II., parts. 293, 294 and 302.

## ESTABLISHMENT OF THE ADMINISTRATIVE STAFF

## I—At Army Headquarters

## Adjutant General's Branch

	A. G.	D. A. G.	L. A. G.	D. A. G.	Brigade Major of Artillery	Judge Advocate General	Asst Judge Advocate General	Total.
A. G.	1							1
General Section		1	4	2	1			8
J. A. G.'s Section						1	1	2
Total at A. H. Q.	1	1	4	2	1	1	1	11

\* One is the Recruiting Staff Officer.

## Attached to the A. G.'s Staff

Inspector of Administration Indian Defence Force

Staff officer to Inspector of Administration, I. D. F.

Inspector of Army Schools . . . . . 1

## Q. M. G.'s Branch

	Q. M. G.	D. Q. M. G., Directors and Principal	Deputy Directors, etc.	D. A. Q. M. G. and Deputy Assistant Directors	Staff Captain.	Personal Asst. to D. G., A. R. D.	Total.
Q. M. G.	1						1
Movements and Quarterings Section		1		1	1		3
S and T Section		1	2	2			5
Farms Section		1					1
Remounts and Veterinary Section		2	1			1	4
Clothing		1					1
Total at A. H. Q.	1	6	3	3	1	1	15

## Attached to the Q. M. G.'s Staff

Inspecting Officer of Cantonments . . . . . 1

II.—In Divisions and Brigades

	ADJUTANT GENERAL'S STAFF					QUARTERMASTER GENERAL'S STAFF		
	A. A. G.	D. A. A. G.	Br. gade Major	Staff Captain	Total	A. Q. M. G.	D. A. A. & Q. M. G.	Total
1st Division		1				1		
Peshawar Infantry Brigade			1		4			1
Nowshera Brigade			1					
Nowshera Cavalry Brigade			1					
2nd Division		1				1		
Rawalpindi Infantry Brigade			1		5			1
Jhelum Brigade			1					
Abottabad Brigade			1					
Sialkot Brigade			1					
3rd Division		1				1		
Jullundur Brigade			1	1	6			1
Srinagar Brigade			1					
Ambala Cavalry Brigade			1					
Ferozepore Brigade			1					
4th Division		1				1		
Quetta Infantry Brigade			1		2			2
Karachi Brigade							1	
5th Division		1				1		
Nasirabad Brigade			1	1	6			1
Jubbulpore Brigade			1	1				
Jhansi Brigade			1					
6th Division		1				1		
Poona Infantry Brigade			1		5			2
Belgaum Brigade			1					
Bombay Brigade							1	
Ahmednagar Brigade			1	1				
7th Division		1				1		
Meerut Cavalry Brigade			1		6			1
Bareilly Brigade			1	1				
Dehra Dun Brigade			1					
Garhwal Brigade			1					
8th Division		1				1		
Lucknow Infantry Brigade			1		7			2
Cavalry Brigade			1					
Fyzabad Brigade			1					
Azamgarh Brigade			1					
Allahabad Brigade			1	1			1	
Presidency Brigade								
9th Division		1				1		
Secunderabad Cavalry Brigade			1		6			1
1st Infantry Brigade			1					
2nd			1					
Bangalore Infantry Brigade			1					
Southern Brigade		1				1		
Burma Division			1		3			1
Rangoon Brigade			1					
Mandalay			1					
Kol at Brigade						1		1
Bannu						1		1
Derafat						1		1
Aden								
Total		16	31	6	50	10	7	17

## Station Staff Officers

## First Class (19)

Amala.  
 Chikrata (Sanitarium)  
 Dall house (Sanitarium).  
 Darjeeling (Sanitarium)  
 Lawlor (Sanitarium)  
 Lucknow (Headquarters, 5th Division)  
 Meerut (Headquarters, 5th Division)  
 Mhow (Headquarters, 5th Division)  
 Multan  
 Naini Tal (Sanitarium)  
 Pachmarhi (Sanitarium)  
 Peshwar (Headquarters, 1st Division)  
 Poona (Headquarters, 5th Division)  
 Quetta (Headquarters, 5th Division)  
 Rangoon  
 Rawalpindi (Headquarters, 2nd Division)  
 Secunderabad (Headquarters, 5th Division)  
 Sikkim  
 Wellington (Sanitarium)

## Second Class (14)

Barilly.  
 Bangalore  
 Bombay  
 Buxar  
 Calcutta  
 Jubbulpore  
 Jullundur  
 Karachi.  
 Kasauli  
 Lahore Cantonsment  
 Madras  
 Maymyo  
 Nagpur.  
 Nonesbury  
 Puri.

## Appendix XXXI.

## Duties connected with the Administration of the Army at Indian Army Head Quarters

## General Distribution of duties

The duties connected with the administration of the army under H. E. the C-in-C are apportioned as follows—

## The C of G S

The duties of the branch of the Chief of the General Staff are divided between and dealt with by two Directors as follows:—

## (i) D of M O

Military Police Plans of offensive and defensive operations and plans of concentration and reinforcement in connection therewith Strategic distribution of the army Strategic considerations affecting the improvement or extension of communications Defence schemes Naval considerations affecting the defence of India

War organization. War establishments Questions of arms and equipment

external war, in consultation with the branches responsible for the executive work

sources, and Correspondence and literature Government of India.

Submarine cables and wireless telegraphy. General questions connected with aviation Censorship Ciphers

Collection of topographical information, compilation, and preparation of all maps required for military purposes, in co-operation with the Survey of India All matters connected with frontier questions boundary delimitations and demarcation commissions Selection of officers for survey and geographical work Issue of maps for war

## (ii) Director of Staff Duties and Military Training

Organization and training of the general staff, and recommendations for appointment and attachment of officers thereto Entrance to and instruction at the Staff College Examinations for promotion and in foreign languages Divisional and brigade libraries

Adaptation of the Imperial Regulations and Training Manuals and works connected with military education, to Indian conditions Co-ordination of peace and war publications, and preparation of the latter in collaboration with other

## Appx XXXI—Duties of Branches, A. H. Q.

branches Study of inventions and new equipment affecting the fighting efficiency of the military forces Advice as to the initiation of experiments war purposes Inter communication services Central Library at Army Headquarters

Training of all arms for war, including the employment of technical troops in contract work Manœuvres, and criticism of reports thereon Allotment funds for training and ranges Reconnoitring for war training and troops Physical at Depôts

### *The A G.*

The A G is charged with—

The organization and training of the A-G's branch of the staff and recommendations for appointment to it. The executive work, as far as person or wholly mobilizing and maintaining the military provisional units, and forming or mobilizing the entire military forces in India except transfers of mobilisation equipment, maxim guns and maxim gun mules between units

Peace establishments

Administrative matters (so far as they concern the A G's branch connected with the staff college, and with schools for war

Ceremonial

Rank and precedence Colours and standards Regimental records, distinctions and badge Honorary distinctions Rewards other than those dealt with by the Military Secretary Medals other than war medals

Interior economy Bands and messes Regimental institutes Soldier libraries

Discipline Military law Furlough and leave, other charges dealt with by the Military

Pay and pensions Estates of warrant and non-commissioned officers and men of the British Service

General questions connected with 'the Unattached List' and the 'Indian Miscellaneous List'

Military prisons and detention barracks Army schools and educational establishments Education and examination of soldiers

India Army Orders

### NOTES

Officers (of both the British Service and the Indian Service) who are restricted by the duties of the A G deals with officers collectively

of the administrative other branches of the forces generally also responsible

with personnel carries out the executive work (other than government) of Silladar Cavalry in peace, and also in war so long as the Silladar system obtains i.e. until the government takes over the responsibility for their horses and equipment

### *The Q M G*

The Q M G is charged with—

The organization and training of the Q M G's branch of the staff and recommendations for appointment to it

The executive work of organizing recruiting, mobilizing and maintaining

Cantonment magazines and arms

S and T Corps.

Farms department,

R D.

A V D.

raising new and provisional units; of forming units wholly or partially; and all administrative training. The training of officers for

with, movements under plans of  
ents Questions concerning roads,  
considerations. Postal Services, En-

campments.

Scales and allotment of accommodation Ecclesiastical accommodation.  
Types and scales of barrack furniture. Equipment.

Matters relating to—

The administration of cantonments, and of lands in military occupation other than in cantonments; the relinquishment of land in military occupation and its acquisition for military purposes; conservancy.

Patterns and scales of equipment, training and efficiency of all road transport. Scales and issue of all provisions, forage, fuel, and such other supplies, stores, and equipments for the troops as are administered by the Q M G, and the fixing of scales of reserves. Compensation for dearth of provisions and forage. Regulations relating to supply. Cooks and cooking. Dress and clothing, including

hoeing.

#### *The M. S.*

The M. S., as far as British

Appointments to commands and to the staff, and to extra regimental and appointments

staffs and headquarters of

mobilization

Indian Army List.

#### *The D of M. S.*

The D. of M. S. is charged with—

The executive work of organizing, recruiting, mobilizing, and maintaining the A M S, R A M C, I M S (in military employ), Q A s M N S for I, I S M D (in military employ), A B C, A H C and other hospital establishments, and, as far as these services are concerned of raising, new and provisional units, of forming and locating depôts, and of reducing units wholly or partially

Exchanges Furlough and leave

Surgeon or Physician to the King or to the

Viceroy.

Medical requirements of the Army Ambulance transport Sanitation Administration of military hospitals and medical control and administration of

Military medical accounts and finance

Medical attendance Medical boards. Invaliding. Insane

#### *The D-G O.*

The D-G O is charged with—

The executive work of organizing, recruiting, mobilizing and maintaining the O P and all necessary services Administrative

ns, small arms, ammunition,

of mobilization equipment  
Patterns and scales of equipment, excluding S and T Fixing of reserves of stores not in possession of the troops. Custody and issue of all ordnance stores. Direction and financial administration of ordnance factories. Ordnance supply services and ordnance inspection, and of personnel connected with those services



Contracts for supply of ordnance stores. Fixing, in conjunction with the branch of headquarters concerned, of patterns of stores and equipment. Publication of India Lists of Changes in War Material, Army Tables (except Medical and Transport), and other details of armament and equipment. Patents and inventions relating to war material.

### The D.-G. M. W.

The D.-G. M. W. is charged with—

the accommodation of troops, water-supply and sewage works, electrical installations, rifle ranges, military railway sidings, and imperial military road. Design, manufacture, maintenance, and issue of barrack furniture. Administration of grants for military works. Assessment and recovery of rents, and of barrack damages.

Dockyard and harbour works for the R. I. M. Contribution works for cantonments and for civil departments. Churches and cemeteries.

## Appendix XXXII.

### Inspection.

General Principles.

1 The functions of inspecting officers should be exercised with due regard to a general system of inspection applicable to the whole army. This system, as

2 The main principles governing

follow the same lines. The es, or companies, the brigadiers of inspections of the same troops in exercises of the same nature tends to confusion and unnecessarily shortens the time which would otherwise be available for training. It is necessary to avoid reduplication of inspection, that a higher commander should, whenever he wishes, personally, to see a lower unit of his command, always endeavour to be present at the inspection of such lower unit by its commander.

3 The inspecting officer to bring omissions and defects to the notice of the commander, without fettering the initiative or trenching on the responsibility of the commander in regard to the training of his men. The value, while the rehearsal of an inspection of troops about to be inspected defeats its object, is prohibited.

### Inspectors.

Inspector.

5 The C-in-C in India is himself, in virtue of his office, the I. G. of the Forces in India. To assist him general officers have been appointed to the command of the northern and southern armies whose special duty it is to ensure general uniformity in training in division. In addition, the following Inspectors of special arms and services are appointed to ascertain whether the technical training, instruction, and preparation for these arms as laid down by regulations are fully carried out.

Inspector of Cavalry.

Inspector of Royal Horse and Field Artillery.

### Duties of Inspectors

General duties.

6 An inspecting officer will, however, except where to efficiency for uniformity. Manuals are in these works. 7 the inspection of the work they require special

at annually to the C-in-C and include. He will confer with himself that the point out any

of annual and training the

operation on





(c) Indian officers of the reserve will rank among themselves according to the dates of their commissions, and when employed on Army service will rank with Indian officers of corresponding rank in the Indian Army, but as juniors of each rank. Indian officers commissioned under clause (a) will exercise no military command except over persons belonging or attached to the S. and T. Corps. Indian officers commissioned under clause (d) will exercise no military command whatever.

(f) Commissions already granted under the provisions of Military Department Notification No. 112, dated the 10th February 1905, shall be deemed to have been granted under the provisions of this rule.

such order or proclamation

6 Every reservist shall inform his commanding officer of his address, and shall on any change of such address, at once inform the said commanding officer of each change.

7 No reservist shall leave India except with the permission of his commanding officer. For the purpose of this rule Nepal shall, as regards Gurkha reservists, be deemed to be included in the term "India."

8 No reservist shall accept employment in a militia or levy corps or as a policeman, jail-warder or forest guard.

9 No reservist, other than a reservist of the Traffic and Locomotive Section of a Military Railway Company, shall accept employment on the staff of the North Western or Oudh and Rohilkhand Railways, except as peon and chowkidar, or on any other railway in any position requiring technical knowledge or training. Before accepting any employment on a railway, a reservist must state that he is borne on the strength of the reserve.

9-A. The acceptance by a reservist of employment prohibited under the rules contained in paras 8 and 9 above will entail his discharge from the reserve with effect from the date of his accepting such employment.

10 A reservist who has been required to attend at any place when required to do so in pursuance of Rule 5 or 10. Such a Court of Inquiry may, however, in the discretion of the commanding officer of the reservists, be assembled in such a case.

11 Notwithstanding anything contained in Section 126 of the Indian Army Act, 1911, it shall not be necessary to assemble a Court of Inquiry under this section merely because a reservist has failed to attend when required to do so in pursuance of Rule 5 or 10. Such a Court of Inquiry may, however, in the discretion of the commanding officer of the reservists, be assembled in such a case.

12 A reservist who fails to attend at any place when required to do so in pursuance of Rule 5 shall forfeit all arrears of pay and allowances due to him. Pay and allowances forfeited under this rule may, when the failure to attend is due to sickness or to any other cause which appears to his commanding officer to be reasonable, be restored in the discretion of the said commanding officer.

13 A reservist who is discharged between two trainings either at his own request or for misconduct, shall forfeit all arrears of pay and allowances due to him.

14 The certificate referred to in clause (2) of Section 6 of the Indian Reserve Force Act, 1903, may be signed by the commanding officer of the reservist concerned or in respect of a reservist who fails to attend for medical inspection when required to do so in pursuance of Rule 10, by the commanding officer of the centre at which such reservist was required to attend.

15. When a person subject to the Indian Army Act 1911, is transferred to the Reserve his commanding officer shall, at the time of such transfer, explain to him the obligations and restrictions imposed by Rules 5 to 10 and the forfeiture which may be incurred under Rules 12 and 13. When a person not subject to the said Act is enrolled thereunder for service in a reserve establishment, the officer enrolling him shall explain the aforesaid obligations, restrictions and forfeiture.

16. A reservist of the S. and T. Corps who is attached for training or muster to a unit of that corps other than the unit to which he belongs may be called up to attend at any place when required to do so in pursuance of Rule 5 or 10 and if such a reservist fails to attend when required to do so in pursuance of Rule 5 or 10, he shall be deemed to have been discharged from the reserve with effect from the date of his failing to attend at such place.

# Appendix XXXV.

(Referred to in paragraph 90)

## Rules relating to game shooting; and the grant of shooting passes to British soldiers.

1 The following rules will be observed, and are applicable to all individuals below the rank of officer, who are subject to the Army Act

2 These rules apply to troops on the march or in moving camps, as well as to troops in cantonments or standing camps

3 No soldier shall carry fire-arms for sporting purposes without a shooting pass (I. A. F. L.—1181) shooting passes will only be granted to warrant and private soldiers possessing at least one eligible for a shooting pass shall not be

more than six, one of whom shall be in charge of the party. The party must in all cases be accompanied by an Indian qualified to act as interpreter, whose name will be entered on the pass

5 One member may be left in charge of the camp, but the remainder of the party shall not separate while shooting

6 All shooting passes will be issued on I. A. F. L.—1181. They will be granted by the O. C. the corps, department or detachment to which the soldiers belong or to which they are attached, who will keep a record of all passes granted. The names of the party and of the interpreter, the places, up to a maximum of three, at which the camps will be located, and the numbers and specifications of the arms to be entered on the pass and the certificate on the face of the pass, section or company officer and the armorer sergeant, and, in the absence of the section officer, will sign the certificate thereon.

7 Shooting parties will camp only in the actual places named in their pass, and will not shoot outside a radius of 5 miles of the camp.

8 No fire arms not specified on the pass shall be carried or used, and no rifle is sighted over the only shooting intended and of all sorts, and absolutely forbidden

9. All bullets used with rifles or carbines for sporting purposes must be hollow.

10. No person not named in the pass, except a shikari and game coolies, shall accompany the shooting party.

Shooting passes as a rule shall not extend to more than 14 days, but special passes not exceeding one month may, with the sanction of the Bds or the commanding sportsmen. Soldiers on leave for more than 3 days, must give notice to the district civil authorities as required by

The person in charge of the party shall carry the pass. He shall produce the pass to the Bds or the commanding sportsmen when the party comes back to camp. He shall report any breach of these rules, any mishap, which may have occurred during the absence

of the party, to the N. C. O., to whom the pass is given up, and who will immediately report the occurrence to the Bds or the commanding sportsmen.





by enquiry  
company

40. When a court-martial is held under these rules, the results will be reported for the information of the C. in C. and the G. of I.

41. If a member of a shooting party is injured to person, all shooting parties, whether of the corps or otherwise, shall be suspended. Every such information shall be reported to the C. in C. and the G. of I.

42. Shooting passes will be granted to warrant and non-commissioned officers of departments (including I. S. M. D) by the local departmental senior commissioned officer, in accordance with these rules so far as they may be applicable. But subject to the rules and to the other restrictions imposed by the M. W. S. who the officer granting the pass is to be responsible for the safety of the localities, animals and birds is to be entered on the pass.

44. A copy of these rules and of any special civil rules which pertain to the district, also a list of prohibited localities, animals and birds, shall be hung up in a conspicuous place in every barrack-room.

45. Twice a year (in April and October on such day as the O. C. directs) rules 1 to 29 and rules 38 and 41 shall be read on parade to all British troops.

46. All military subordinates (departmental or non-departmental), including Assistant Surgeons, I. S. M. D, will be held responsible that they make themselves fully acquainted with these rules.

47. No shooting party shall be allowed to embark in India until they have been furnished with the list of prohibited localities, animals and birds. The O. C. shall be responsible for this order before disembarkation.

48. A copy of rules 26, 27, 28 and 29 shall be hung up in every squadron, battery or company store room.

49. Rules 1 to 10, 12 to 15, 17 to 29, 33, 39, 41 and 43 will be printed on the reverse of shooting pass, I. A. F. L.—1181.

50. A shooting party shall be allowed to return to barracks or camp only after having been furnished with a shooting pass (for which they shall be responsible) supplied to all country, who will make them responsible for the safety of the battery or company.

51. The following are the orders of the Government of India to the civil and political authorities in connection with the foregoing rules—

(i) The civil authorities will periodically explain the substance of the rules to the shooting party and shall be responsible for their safety. They will have no excuse for interfering unwarrantably with members of a shooting party.

(ii) The district or political officer will impress on zamindars, headmen, landlords and police, that they must use their endeavours to prevent disputes with, or the molestation of, any member of a shooting party, and that complaints are to be reported to the proper authorities by the villagers, who must not take the law into their own hands.

(iii) When the district or political officer receives notice under Rules 31 and 32 of the probable visit of a shooting party, he will at once inform the headmen and village police.



(iv) The district or political officer will, on the arrival of troops in a civil district or Native State, at once inform the O C such troops of the prohibited localities, animals and birds, and of any special civil rules

(v)

the O C of the soldiers concerned  
(vi) If the O C of the soldiers concerned will be informed by the district officer of cases not cognisable by the police, or where prosecution is not undertaken by the civil authorities The O C will

(vii) a corps or detachment, being discovered in villages where affrays are generally, or a riotous attack upon been brought to such cases they are held at their own

expense

## Appendix XXVI

(Referred to in para. 457)

### Regulations for the employment of pensioned or discharged Indian Soldiers and Reservists (including those of the Hongkong and Singapore Battalion Royal Garrison Artillery) in civil capacities

1 The object of these regulations is to assist pensioners, discharged soldiers and reservists of good character who may be seeking for employment, and to enable civil administrations and others to obtain the services of loyal, trustworthy and well disciplined men the majority of whom have served the State in a meritorious and exemplary manner

2 The rules regarding pensioners continuing to draw their usual pensions in addition to the pay of their civil situations are contained in A R, I, Volume I

3 The posts for which Indian army pensioners, discharged soldiers and reservists are well suited are as under—

FAMINE DUTY—Work agent, gang muharir

FOREST DEPARTMENT—Chaukidar, orderly, peon, guard, etc.

GOVERNMENT OFFICES—Chaprasai or messenger, darwan, chaukidar, etc.

JAIL DEPARTMENT—Warder

MINING BOARDS—Chaprasai, chaukidar, etc.

MINOR CIVIL APPOINTMENTS—Chaprasai or orderly to deputy commissioner and deputy collectors, tahsil chaprasai duffadar or jemadar or village chaukidars

MUNICIPALITIES—Chaprasai, chaukidar, overseer, sanitary inspector

POLICE DEPARTMENT—Reserve or armed police temporary police employment such as guards for plague camps, punitive police, railway cash guards

POST TRUST CORPORATIONS—Gate keeper, watchmen

POST OFFICE—Village and station postman

PUBLIC WORKS DEPARTMENT—Chaukidar, watchmen

RAILWAYS—Peon, gate-keepers, watchmen, etc.

SALT & CUSTOMS—Chaukidar, etc.

SCHOOLS—Drill and gymnastic instructor

TELEGRAPH DEPARTMENT—Messenger

UNITS OF THE INDIAN DEFENCE FORCE—Battalion orderly, bandmaster, bugler

Employment in various capacities by PRIVATE FIRMS AND TRADESMEN, CONTRACTOR, PLANTERS, MILL OWNERS, and others

4 Application for the service of pensioners, discharged soldiers and reservists should be made to the R. O. of the class concerned viz:—

Pathans	Peshawar
Punjabi Mussalmans	Rawalpindi
Bukhs and Dogras	Jullundar.
Jats and Hindustani Mussalmans	Delhi.
Rajputana and Central India Hindus and Mussalmans	Ajmer.
Hindustani Hindus	Lucknow.
Mahrattas and Dekhani Mussalmans	Poona.

age, qualifications and character, should be recorded

7. When employers in want of men of any particular class apply to the R. O. concerned, they should state their requirements fully, and the terms offered also whether free passage will be granted to the place of employment. Recruiting officers will use every endeavour to select and send only such men as are in all respects suitable.

8 The R. O. concerned will act as a medium between the employers and those desirous of employment and will afford any information that may be required on either side.

9 R. Os will have power to strike off the roll the name of any man whom they have reason to consider in any way unfit for employment, informing

of any candidates

be informed that in the event of obtaining employment it must be on the understanding that their annual or biennial attendance for training is not interfered with. Employers should be similarly informed

12 Every soldier on discharge to pension, or reservists, or soldier discharged with good character, will receive from his O. C. a recommendation on I. A. F. 1-1962, a copy of which will be sent to the I. O. concerned, or pension paymaster, Madras, who will record it and submit a report on the employment of pensioners as directed in I. A. F. 2-2000.

13. The O. C. will maintain a register of men he has recommended and will himself endeavour to find suitable employment for them. The R. O. should

ment will expenses of by their, however,

## Appendix XXXVII

(Referred to in para 848-A)

To determine the serviceability or otherwise of a cord-worn barrel when any breach, when a cartridge the groove made by the cord

2 Before being sentenced unserviceable from cord wear at muzzle barrels should, if possible be practically tested for accuracy as laid down in Musketry Regulations, Part 1, 1912

Should a 500 yards range not be available, the rifle should be fired at 100 feet range when the centres of the best 9 out of 10 shots should fall within a circle 1.75 inch in diameter.

## Appendix XXXVIII A

(Referred to in para 848 B)

Before being sentenced as unserviceable for bulges or corrosion, .23 inch R. F. short rifles will be tested as follows —

Distance	25 yards
Position	Prone wrist supported
Elevation	200 yards
No. of rounds	2 preliminary (not to count) 10 for diagram.

If 9 out of 10 shots group within a 2 inch circle, the rifle will be retained as serviceable.

(iv) The O C

the arrival of troops in a civil  
the O C such troops of the  
and of any special civil rules

(v) "

(vi) "

nd villagers  
officer not

district or joint magistrate The O C concerned will be tried by a  
the district officer of cases not cognisable by the police, or where  
prosecution is not undertaken by the civil authorities The O C will  
thereupon take such action as may be necessary

(vii) The rules for soldiers provide for punishment of a corps or detachment,  
or district in the

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ranted attack upon  
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GARRISON

## Appendix XXXVI

(Referred to in para. 457)

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3 The posts for which Indian army pensioners, discharged soldiers and  
reservists are well suited are as under—

FAMINE DUTY—Work agent, gang muharir

FOREST DEPARTMENT—Chaukidar, orderly, peon, guard etc

GOVERNMENT OFFICES—Chaprasai or messenger darwan chaukidar, etc

JAIL DEPARTMENT—Warder

MINING BOARDS—Chaprasai chaukidar, etc

MINOR CIVIL APPOINTMENTS—Chaprasai or orderly 10 deputy commission  
and deputy collectors, tahsil chaprasai duffadar ur jemadar or village chaukidars

MUNICIPALITIES—Chaprasai, chaukidar, overseer, sanitary inspector

POLICE DEPARTMENT—Peon or armed police temporary police employ-  
ment such as guards for plague camps, punitive police railway cash guards

POST TRUST CORPORATIONS—Gate keeper, watchmen

POST OFFICE—Village and station postman

PUBLIC WORKS DEPARTMENT—Chaukidar, watchmen

RAILWAYS—Pointsmen, gate keepers, watchmen, etc

SALT & CUSTOMS—Chaukidar, etc

SCHOOLS—Drill and gymnastic instructor

TELEGRAPH DEPARTMENT—Messenger

UNITS OF THE INDIAN DEFENCE FORCE—Butt marker orderly, bandman bugler

Employment in various capacities by PRIVATE FIRMS AND TRADESMEN, CON-  
TRACTORS, PLANTERS, MILL OWNERS, and others

4 Application for the services of pensioners, discharged soldiers and reservists, should be made to the R O of the class concerned, viz —

Pathans	.	.	.	.	.	Peshawar
Punjabi Mussalmans	.	.	.	.	.	Rawalpindi
Sikhs and Dogras	.	.	.	.	.	Jullundar.
Jats and Hindustani Mussalmans	.	.	.	.	.	Delhi.
Rajputana and Central India Hindus and Mussalmans	.	.	.	.	.	Ajmer.
Hindustani Hindus	.	.	.	.	.	Lucknow.
Mahrattas and Dekhani Mussalmans	.	.	.	.	.	Poona

5 For Madras Christians, Mussalmans and Hindus, application should be made

with for employment, in which  
is fitted for, as well as his

a particular class apply to the R  
requirements fully, and the terms offered  
to the place of employment. Re

cruiting officers will use every endeavour to select and send only such men as  
are in all respects suitable.

8 The R O concerned will act as a medium between the employers and  
those desirous of employment and will afford any information that may be  
required on either side

9 R. Os will have power to strike off the roll the name of any man whom  
they have reason to consider in any way unfit for employment, informing

by candidates

formed that  
that their  
Employers

or reservists, or soldier discharged  
O C a recommendation on I A F  
the R O concerned, or pension

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of pensioners as directed in I A F Z-2000

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himself endeavour to find suitable employment for them. The R O should

ment will  
expenses of  
by their  
, however,

be forwarded to them through the R O.

### Appendix XXVII

(Referred to in para 818 B)

rd-worn barrel when any

breach, when a cartridge  
fired in it shows clear signs of having expanded into the groove made by the  
cord

2 Before being sentenced unserviceable from cord wear at muzzle barrels should,  
if possible, be practically tested for accuracy as laid down in Musketry Regula-  
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Should a 500 yards range not be available, the rifle should be fired at 100  
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circle 1.75 inch in diameter.

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Distance	.	.	.	.	25 yards.
Position	.	.	.	.	Prona wrist supported
Elevation	.	.	.	.	200 yards
No. of rounds	.	.	.	.	2 preliminary (not to count) 10 for diagram.

If 9 out of 10 shots group within a 2 inch circle, the rifle will be retained as  
serviceable

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